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Index of Personal Information
Systems



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INDEX
OF

PERSONAL

INFORMATION

SYSTEMS

ONTARIO



PERSONAL INFORMATION SYSTEMS

DECEMBER, 1981

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INTRODUCTION

La présente publication a été rédigée, avec la collaboration des ministères du gouvernement de l'Ontario, pour l'honorable Norman W. Sterling, ministre sans portefeuille, et elle accompagne le Livre blanc et les mesures législatives proposées sur la liberté d'information et le respect de la vie privée des individus. L'objet de la publication est de fournir au public des renseignements concis quant au genre d'information dont le gouvernement de l'Ontario dispose sur les individus et aux services auxquels on peut s'adresser si l'on veut y avoir accès. Les ministères et les organismes ont collaboré à cette vaste initiative en décrivant et en identifiant leurs systèmes d'information et en décrivant les conditions actuelles dans lesquelles l'individu peut avoir accès à son dossier. Les systèmes d'information touchant les employés du gouvernement n'y figurent pas.

Les demandes de renseignements relatives à l'accès aux systèmes d'information sur les individus ou à toute autre question touchant ces systèmes doivent être adressées au fonctionnaire désigné dans la description de chaque système d'information. On peut également obtenir des renseignements généraux soit en téléphonant au ministère ou à l'organisme au numéro indiqué dans la table des matières, soit en communiquant (sans frais) avec le Bureau de renseignements au numéro 1-800-268-7095.

La table des matières donne une liste alphabétique distincte des ministères et des organismes commerciaux. Nous avons, dans la mesure du possible, regroupé les systèmes d'information de chaque ministère et de chaque organisme sous la rubrique de la division ou de la direction appropriée.

Les systèmes d'information mentionnés dans la présente publication sont structurés de façon uniforme. Chaque description est précédée d'un titre qui indique le contenu du système d'information ou le programme pour lequel il a été conçu. Les titres sont ceux que les ministères et les organismes emploient généralement. Le premier paragraphe de chaque description indique les groupes que les renseignements touchent ainsi que l'objet des renseignements. Le deuxième paragraphe de chaque description énumère les catégories de renseignements personnels que contient un dossier type.

En outre, les descriptions indiquent ce qui suit :

- a) le moyen de stockage de l'information et l'identificateur utilisé pour retrouver l'information;
- b) le nombre de personnes sur lesquelles il y a un dossier;
- c) la période durant laquelle l'information est gardée;
- d) la politique en vigueur au ministère à propos de l'accès de l'individu aux renseignements qui le touchent;
- e) le titre et l'adresse du fonctionnaire qui est autorisé à donner suite aux demandes de renseignements touchant l'accès à l'information.

INTRODUCTION

This publication has been prepared, with the co-operation of ministries of the Ontario Government, for the Honourable Norman W. Sterling, Minister Without Portfolio, to accompany the White Paper and proposed legislation on Freedom of Information and Privacy. The purpose of this publication is to provide the public with concise information on what personal information the Ontario Government maintains and where further information may be obtained on access. Ministries and Agencies have co-operated in this broad initiative to describe and identify their personal information records systems and to describe present conditions of access by an individual to their records. Personal information records systems pertaining to government employees have not been included.

Requests for information regarding access or other information pertaining to a personal information records system should be directed to the government employee shown with each records system description. General information may be obtained either by telephoning the ministry or agency using the general inquiry number shown in the table of contents or by contacting the Citizens' Inquiry Bureau toll free at 1-800-268-7095.

The table of contents lists the ministries and commercial agencies separately in alphabetical order. Wherever possible, personal information records systems for each ministry and agency have been grouped by program and appear under the appropriate division and/or branch title.

Personal information records systems found in this publication are structured in a uniform manner. Each description is preceded by a title which refers to the contents of the personal information records system and/or the program it supports. Titles are those commonly used by ministries and agencies. The first paragraph of each description specifies who the information is about and the uses of the information. The second paragraph of each description outlines the types of personal information which are usually found in a typical record.

In addition, the descriptions briefly state:

- a) the information storage media and the personal identifier used to retrieve information;
- b) the number of individuals with records;
- c) the length of time the information is retained;
- d) the current ministry policy regarding access by an individual to information which pertains to that individual;
- e) the title and address of the government employee who is authorized to respond to enquiries regarding access.

MINISTRY OF AGRICULTURE AND FOOD

Programs Co-Ordination Secretariat

FARMER CONSULTATION RECORDS

A record in this bank identifies farmers who have requested the advice and guidance of the area co-ordinator and farm management specialists. The information is used by them to respond to enquiries and to evaluate the use of the advice given.

The information in this bank includes name, address, dates, names of family members, acres owned, acres rented, crops and livestock produced, assets, liabilities, net worth, farming objectives, tax liabilities, and suggested procedures for attaining the desired objectives.

Storage: On paper, in files.

Individuals Listed: 819.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Area Co-Ordinator and Farm
Management Specialists,
Ministry of Agriculture & Food,
4th Floor, 195 Dufferin Avenue,
London, Ontario. N6A 1K7

Finance and Administration Division
Accounts Branch

CAPITAL GRANTS/FARM PRODUCTIVITY INCENTIVE

A record in this bank identifies individuals who have applied for grants. The information stored in this bank is used to prove eligibility under the program. Information is used to determine and to document payment of the grant.

The information stored in this bank includes name, address, social insurance number, lot, concession number, and amount of grants paid. Accompanying the requisition for payment is information pertaining to income, details of work completed and receipted invoices relating to the grant payable.

Storage: On cards, paper application forms, and computer tapes and disks.

Individuals Listed: 100,000.

Retention Period: 7 years then destroy.

Access: Reviewed upon personal application.

Enquiries: Director, Accounts Branch,
801 Bay Street, 9th Floor,
Toronto, Ontario.

Production and Rural Development Division
Rural Development Branch

FEDERAL-PROVINCIAL RURAL DEVELOPMENT PROJECTS

The records in this bank identify applicants applying for project assistance. The information stored in this bank is

used to determine if the project is feasible and to determine if the applicant is eligible.

The information stored in this bank includes name, location, experience, financial data and project proposal.

Storage: On paper, in file folders, in numerical order.

Individuals Listed: 500.

Retention Period: 15 years, then transfer to Archives.

Access: Not available for inspection by applicants.

Enquiries: Manager, Special Projects,
801 Bay Street, 10th Floor,
Toronto, Ontario.

LABRUSCA GRAPE CONVERSION PROGRAM

This bank contains information which identifies farmers applying for loans and is used to decide if the applicant is eligible for assistance.

The information stored in this bank includes name, location, social insurance number, telephone number and farming experience. Also included is information pertaining to assets and liabilities.

Storage: On paper, in file folders, in file
number order.

Individuals Listed: 110.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Manager, Credit and Special Programs,
801 Bay Street, 10th Floor,
Toronto.

ONTARIO YOUNG FARMER CREDIT PROGRAM

A record in this bank identifies farmers applying for assistance and is used to decide if the applicant is eligible for assistance under the program.

The information includes name, location, social insurance number, telephone number, farm experience, assets, liabilities, operating statement and income.

Storage: On paper, in file folders, in file number order.

Individuals Listed: 550.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Manager, Credit and Special Programs,
801 Bay Street, 10th Floor,
Toronto.

ONTARIO JUNIOR FARMER ESTABLISHMENT LOAN CORPORATION

This bank identifies farmers applying for mortgages. The information stored in this bank is used to decide if the applicant is eligible for the program. The information is also used to record mortgage details.

Included in an applicant's record is name, address, location, age, sex, marital status, assets, income, liabilities, work experience, education and information pertaining to a spouse.

Storage: On paper, in file folders, in file number order and on computer disks.

Individuals Listed: 3,800.

Retention Period: 3 years then destroy, subject to

Access: Information is available to the individual.

Enquiries: Manager, Junior Farm,
Establishment Loan Corporations,
801 Bay Street, 10th Floor,
Toronto, Ontario.

GREENHOUSE GROWERS STORM DAMAGE ASSISTANCE PROGRAM

Information in this bank identifies farmers applying for assistance and is used to decide if the applicant is eligible for assistance.

Details recorded in this bank include: name, location, social insurance number, telephone number, farming experience, assets and liabilities.

Storage: On paper, in file folders, in file number order.

Individuals Listed: 40.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Manager, Credit and Special Programs,
801 Bay Street, 10th Floor,
Toronto, Ontario.

INDUSTRIAL MILK PRODUCTION INCENTIVE PROGRAM

The bank contains information pertaining to farmers applying for a loan and is used to determine their eligibility for assistance.

The information stored in this bank includes: name, location, social insurance number, telephone number, experience as a milk producer, assets, liabilities, operating statement and income.

Storage: On paper, in file folders, on computer disk in numerical order.

Individuals Listed: 3,445.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Manager, Credit and Special Programs,
801 Bay Street, 10th Floor,
Toronto, Ontario.

FARM ENLARGEMENT FILES

The files in this bank identify farmers renting land with an option to purchase. The information stored in this bank is used to decide if the applicant is eligible for the program and to evaluate the program.

The bank holds information pertaining to the applicants name, address, location, age, sex, marital status, assets, income, debts, education, work experience and information about spouse.

Storage: On paper, in file folders, in file number order.
Individuals Listed: 900.
Retention Period: 7 years then destroy.
Access: Information is not available to the individual.
Enquiries: Manager, Farm Enlargement,
801 Bay Street, 10th Floor,
Toronto, Ontario.

INTEREST ASSISTANCE PROGRAM

A record in this bank identifies farmers applying for assistance and is used to determine if the applicant is eligible for assistance under the program.

The information in this bank includes name, social insurance number, location, operation loan, interest paid, a notation as to whether the applicant owns less than 75% of the asset, the purpose of loan and food product.

Storage: On paper, in file folders, on computer disk in numerical order and name order.
Individuals Listed: 7,000.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Manager, Credit and Special Programs,
801 Bay Street, 10th Floor,
Toronto, Ontario.

TORNADO DISASTER ASSISTANCE PROGRAM

This bank identifies farmers applying for assistance and is used to decide if the applicant is eligible for assistance.

The information in this bank includes: name, location, social insurance number, telephone number, farming experience and assets.

Storage: On paper, in file folders, in file number order.
Individuals Listed: 60.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Manager, Credit and Special Programs,
801 Bay Street, 10th Floor,
Toronto, Ontario.

Production and Rural Development Division
Crop Insurance Commission of Ontario

CROP INSURANCE CONTRACT FILES

A record in this bank identifies farmers who have applied for and have been accepted for crop insurance. The Commission uses this information to calculate insurance claims and coverage.

The information stored includes: name, address, phone, lot, concession & township, type of drainage (tiled & untiled), machinery owned or not, whether a full time farmer or not, types of crops grown, soil types, assignment of insurance and average farm yield per crop. Also included is information pertaining to harvested yield per crop, premium collected and claim payments made, report on farm management practices, farm sole proprietor or partnership, levels of coverage, owner operator, landlord or sharecropper, levels of insurance coverage and refunds of premium overpayment.

Storage: Paper, in file folders and microfiche.

Individuals Listed: 17,460.

Retention Period: Paper 7 years, computer micro fiche 10 years then destroy, subject to arbitration proceedings.

Access: Information is available to the individual.

Enquires: Director, Crop Insurance Commission,
801 Bay Street, 5th Floor,
Toronto, Ontario.
M7A 1B7.

ENROLLMENT FILES

A record in this bank identifies farmers who have applied for and been accepted for farm income stabilization payments. The information is used to calculate stabilization payments.

Records detail name, address, lot, concession, county, number of partners, social insurance numbers, OPPMB number, producer number, grain crops-number of metric tonnes, number of sows, fees received, payments made. Also included is information pertaining to refunds of fee overpayment, board deduction or pay direct cheque copies and repayment of receivables.

Storage: In file folders and on microfiche.

Individuals Listed: 10,724.

Retention Period: 7 years for papers files and 10 years for computer microfiche and then destroy, subject to head office requesting the forms.

Access: Information is available to the individual.

Enquiries: Director, Crop Insurance Commission,
801 Bay Street, 5th floor,
Toronto, Ontario.
M7A 1B7

FIRST MORTGAGE FILES

A record in this bank identifies marketing co-operatives and information stored in this bank is used to maintain a record of mortgages.

The information includes: name, address, mortgage documentation, financial statements and copies of insurance.

Storage: Paper, in file folders, in alphabetical order by name of the co-op.

Individuals Listed: 70.

Retention Period: 7 years after mortgage discharged then destroy.

Access: Information is available to the individual.

Enquiries: Director, Crop Insurance Commission,
801 Bay Street, 5th Floor,
Toronto, Ontario. M7A 1B7

Production and Rural Development Division
Food Land Development Branch

AGRICULTURAL TILE DRAINAGE INSTALLATION LICENCE APPLICATIONS

This bank identifies individuals who hold a licence as a tile drainage contractor or operator of a tile drainage machine.

Information from the applicant is used to review licence eligibility.

The information in this bank includes: name, address, education and past and present employment in the drainage industry.

Storage: On paper application forms, by name.

Individuals Listed: 1,000.

Retention Period: Not scheduled.

Access: Available to the applicant on request.

Enquiries: Director,
Food Land Development Branch,
6th Floor, 801 Bay Street,
Toronto, Ontario.
M7A 2B2

TILE DRAINAGE LOAN RECORDS

This bank identifies individuals who have received a loan under the Tile Drainage Act. Records are used to decide whether an individual is entitled to an additional loan and also to calculate the amount of the loan outstanding when an individual wishes to repay his loan. Particulars recorded are name, address, loan amount and date of loan.

Storage: On paper forms and computer tape.

Individuals Listed: 3,000 per year.

Retention Period: Not scheduled.

Access: Information is available to the individual on request to the township through which the loan is given.

Enquiries: Director, Foodland Development Branch,
FoodLand Development Branch,
6th Floor, 801 Bay Street,
Toronto, Ontario.
M7A 2B2.

FOREIGN OWNERSHIP

This bank identifies individuals who are non-residents and have an interest in agricultural land. The information is used for reference purposes only.

The information stored in this bank covers property ownership data.

Storage: On registration forms, alphabetical by name.

Individuals Listed: Less than 200.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Director, Foodland Development Branch,
6th Floor, 801 Bay Street,
Toronto, Ontario.
M7A 2B2

Production and Rural Development Division Home Economics Branch

4-H HOMEMAKING CLUB MEMBERS' RECORDS

A record in this bank identifies 4-H homemaking club members. It is used to record project completion for credit purposes and also to assist in the selection of members for special 4-H trips and scholarships.

The information stored in this bank includes: evaluations of 4-H members work in each project, senior members' information questionnaires completed by members, home economists' recommendations of some members for special 4-H trips and scholarships. Also included is members name, address, birthdate and sex.

Storage: Index cards, alphabetical by project title and individual name.

Individuals Listed: 15,000.

Retention Period: Not scheduled.

Access: Information is available with the permission of the County Home Economist.

Enquiries: Associate Director,
Home Economics Branch,
8th Floor, 801 Bay Street,
Toronto, Ontario.
M7A 1B5

Education Research and Special Services Division
Veterinary Service Branch

ANIMALS FOR RESEARCH

This bank identifies individuals who are licencees or non regulated operators. Information stored in this bank is used for the enforcement of the act and regulations.

The information stored in this bank includes: name, address and other information required under the Act and Regulations including location of supply facility, owner of supply facility if not applicant, operator of facility with whom applicant has contract and applicant's signature and date completion of application.

Storage: On paper, in file folders by company or operator name.

Individuals Listed: 289.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Director, Veterinary Services Branch,
801 Bay Street,
Toronto, Ontario.
M7A 2B2.

DEAD ANIMAL DISPOSAL ACT

This bank identifies individuals who are licencees under the act and regulations. The information is used for the enforcement of the act and regulations.

The information stored in this bank includes: name, address and other information required under the act and regulations including number of vehicles operated by or for applicant in the collection of dead animals, name of counties or part thereof in which dead animals are collected, and name of receiving plants and rendering plants to which dead animals are usually delivered.

Storage: On paper, in file folders, by company and or operator name.

Individuals Listed: 63.

Retention Period: 9 years then destroy, subject to Archival selection.

Access: Information is available to the individual.

Enquiries: Director, Veterinary Services Branch,
801 Bay Street,
Toronto.
M7A 2B2.

FUR FARMS LICENSEES

The information in this bank identifies individuals who are licencees under the act and the regulations and is used for the enforcement of the act and regulations .

The information stored in this bank includes: name, address and the information required under the act and regulations including location of fur farm, name of manager of fur farm, licence number for previous year, signature, title and date completion of application.

Storage: On paper, in file folders, in licence number order.
Individuals Listed: 270.
Access: Information is available to the individual.
Enquiries: Director, Veterinary Services Branch,
801 Bay Street,
Toronto.
M7A 2B2

LIVESTOCK COMMUNITY SALES

This bank identifies individuals who are licensees under the act and the regulations. The information stored in this bank is used for the enforcement of the act and regulations.

The information stored in this bank includes: name, address and also information required under the act and the regulations including name under which business is operated, location, signature, title and date of application.

Storage: On paper, in file folders, by sale name.
Individuals Listed: 65.
Retention Period: 6 to 9 years then destroy subject to Archival selection.
Access: Information is available to the individual.

LIVE STOCK MEDICINES

A record in this bank identifies individuals who are licencees under the act and the regulations and is used for enforcement.

The information in this bank specifies name and address of the licensee as well as location of business class of license and license number, signature of applicant, title of official signing for a corporation and date of completion of application.

Storage: On paper, in file folders, by county and alphabetical by establishment.
Individuals Listed: 822.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Director, Veterinary Services Branch,
801 Bay Street, Toronto.
M7A 2B2

MEAT INSPECTION

A record in this bank identifies individuals who are licencees and is used for the enforcement of the act and the regulations.

The information stored in this bank includes: the name and address as well as the information required under the act and regulations including name under which business is carried out, owner of plant, location of plant, kind and number of animals slaughtered per week, days of the week on which slaughtering operation is carried out, signature of applicant, title and date of completion of application.

Storage: On paper, in file folders, by company and or operator name.
Individuals Listed: 282.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Director,
Veterinary Services Branch.
801 Bay Street,
Toronto.
M7A 2B2.

RIDING HORSE ESTABLISHMENTS

The information in this bank identifies individuals who are licencees under the act and the regulations and is used for the enforcement of the act and the regulations.

The information stored in this bank includes: the name and
Individuals Listed: 383.
Retention Period: Not scheduled.
Access: Available to the individuals for
inspection upon request.
Enquiries: Director, Veterinary Services Branch,
801 Bay Street,
Toronto.
M7A 2B2

Education Research and Special Services Division, Centralia
College of Agricultural Technology

DIPLOMA STUDENTS' RECORDS

A record in this bank identifies students who have been enrolled at the college. The information stored in this bank is used for recording decisions concerning the acceptance or rejection of applications for admission, promotion or failure.

Applicants submit information concerning academic transcripts, letters of reference, letters of acceptance or rejection and letters indicating promotion or failure.

Storage: On paper, in file folders, alphabetically by name.
Individuals Listed: 289.
Retention Period: 2 years after the current year then
destroy commencing after graduation or
failure.
Access: Information is available to the individual.
Enquiries: Principal,
Centralia College of Agricultural Technology,
Huron Park, Ontario.
NOM 1Y0

Education Research and Special Services Division, Kemptville
College of Agricultural Technology

ACADEMIC RECORDS

The information in this bank identifies individuals who are students at the college. The information stored in this bank is used to record the progress of the student.

The Information stored includes: student marks and academic progress, name, sex, address, age and employment.

Storage: File folders and computer tapes by name and student number.

Individuals Listed: 2934

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Executive Officer,
Kemptonville College of Agricultural Technology,
Kemptonville, Ontario.
KOG 1J10

Education Research and Special Services Division
New Liskeard College of Agricultural Technology

STUDENT ACADEMIC RECORDS

The bank identifies students who have attended the college. The information stored in this bank is used to record student achievement.

The information stored in this bank includes: name, address, birthdate, sex, academic achievement, social insurance number, date started school, date left school, last school attended, previous course taken and results, OHIP number, high school transcript, citizenship, medical information and correspondence concerning academic progress. Information on students activity and conduct while at the college may be on file if applicable.

Storage: On paper, in file folders by name and school year.

Individuals Listed: 500.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: The Head, Educational Section,
New Liskeard College of Agricultural Technology,
Box G, New Liskeard
Ontario. P0J 1P0

Education Research and Special Services Division
Ridgetown, College of Agricultural Technology

STUDENT RECORDS

This bank identifies students who have attended the college. The information stored in this bank is used to prepare transcripts.

The information stored in this bank includes: name, social insurance number, address, telephone number, educational background, marks, grade point average, year of graduation and courses taken.

Storage: On cards, file folders and computer tape by name and student I.D. number.

Individuals Listed: 2,800.

Retention Period: Not scheduled.

Access: Information is available to the individual.
Enquiries: Principal,
Ridgetown College of Agricultural Technology,
Ridgetown, Ontario.
NOP 2C0

NORTHERN ONTARIO AGRICULTURAL DEVELOPMENT INCENTIVES
PROGRAM: MAIN FILE OF MANAGEMENT COMMITTEE

This bank identifies individuals operating farms and agribusinesses including some partnerships and corporations, who have applied for assistance and is used to decide whether a proposed project is eligible for funding.

The information stored in this bank includes: name, address, social insurance number, location and size of farm, other general information about farm or operation that relates to project proposed, and supportive information, technical or otherwise contained in the proposal and account payments. Notes of Management Committee decisions and procedures may be included in the files.

Storage: On paper, in file folders, alphabetically by name and district.

Individuals Listed: 135.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Area Co-Ordinator and Farm
Management Specialist (Northern
Ontario),
1414 LaSalle Boulevard,
Sudbury, Ontario.
P3A 1Z6

MINISTRY OF THE ATTORNEY GENERAL

Courts Administration,
Inquiry Management and Appointments Division

BLIND PERSONS RIGHTS ACT

The information in this bank identifies individuals applying for an identity card under the Blind Persons Rights Act and is used to decide whether the applicant is eligible for the card.

The information in this bank includes: name, address, birthdate, sex, occupation of the applicant and dog guide information such as name, breed, age and school where the dog was trained.

Storage: On paper forms, alphabetically by name of the applicant and by identification card number.

Individuals Listed: 135.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Administrative Assistant,
Inquiry Management & Appointments Branch,
Ministry of the Attorney General,
3rd Floor, 18 King Street East,
Toronto, Ontario

Crown Law Office - Civil
Official Guardian Branch

DIVORCE INVESTIGATION FILE

The information in this bank identifies parties to divorce actions in which there are children of the marriage under 16 years of age and other parties to custody actions.

The information is used to prepare reports to assist the courts in determining issues such as custody, access and visiting rights.

The information in this bank includes: name, address, date and place of birth, sex, marital status, employment, earnings, financial status, education, ethnic origin, religion, health, doctors and psychiatrists reports.

Storage: On paper, in file folders, by case number.

Individuals Listed: 30,000 per year.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Co-Ordinator, Social Services,
Office of the Official Guardian,
180 Dundas Street, West,
Toronto, Ontario.

Public Trustee Branch

TRUST ACCOUNTING

The information in this bank identifies individuals for whom the Public Trustee acts and is used for estate management purposes.

The information in this bank includes personal financial information of individuals whose estates are managed by a Public Trustee.

Storage: No information provided.

Individuals Listed: 21,573.

Retention Period: Until death or discharge of patient.

Access: Information is not available to the individual.

Enquiries: Public Trustee,
145 Queen Street, West,
Toronto, Ontario.

Programmes and Administration Division
Information and Computer Systems Branch

REPORT ON COMMITTAL TO TRIAL TO THE SUPREME COURT OF ONTARIO

The information in this bank identifies individuals who have been committed to trial on a criminal charge to be tried in the Supreme Court of Ontario and is used to distribute cases among the judges and to study the time frames of cases before this court.

The information in this bank includes: name of accused, charges, date of alleged offence, date of committal for trial, whether the accused is in custody or on bail, names of counsel for the crown and for the accused, estimated length of trial and disposition after assize.

Storage: On paper, in file folders, alphabetical by county or district name.

Individuals Listed: 900.

Retention Period: 3 years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Manager, Information Centre,
5th Floor, 18 King Street, East,
Toronto, Ontario

Finance and Services Branch

VENDOR REPORT

The information in this bank identifies individuals providing freelance personal services to the Ministry and is used for public accounts reporting and internal office control procedures.

The information in this bank includes: social insurance number, name, address and payments made each month.

Storage: On computer printout and computer tape, by social insurance number or supplier number.

Individuals Listed: 6,200.

Retention Period: 3 years, then destroy, subject to completion of the Provincial Auditor's examination.

Access: Information is available to the individual.

Enquires: Director,
Finance and Services Branch,
Ministry of the Attorney General,
15th Floor, 18 King Street, East,
Toronto, Ontario.

Audit Services Branch

DEFAULTED FINES CONTROL CENTRE

The information in this bank identifies drivers whose licence has been suspended for non-payment of fines and is used to order the Ministry of Transportation and Communication to suspend a driver's licence or reinstate a driver's licence when fines have been paid.

The information in this bank includes: name, address, driver's licence number, birthdate, sex, charge resulting in conviction, date of conviction, amount of fine, convicting court, date of issue of order and court office file number.

Storage: On cards, alphabetical by name and date of birth.
Individuals Listed: 130,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Director,
Audit Services Branch,
5th Floor, 18 King Street, East,
Toronto, Ontario.

Criminal Injuries Compensation Board

CRIMINAL INJURIES COMPENSATION BOARD CASE FILES

The information in this bank identifies persons applying for compensation pursuant to the Compensation for Victims of Crime Act and is used to enable the board to determine if the applicant is compensable under the legislation.

The information in this bank includes: name and address of applicant or victim, birthdate, family details, details of incident, name and address of offender, disposition of criminal charges, injuries sustained, details of claim and benefits received, copies of police reports, investigator's report, medical report, hospital records, dental reports, proof of pecuniary loss and original copy of Board order awarding or denying compensation.

Storage: On paper, in file folders, alphabetical by name and file number.

Individuals Listed: 9,000.

Retention Period: 20 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Registrar,
Criminal Injuries Compensation Board,
17th Floor, 439 University Avenue,
Toronto, Ontario

Land Compensation Board

ARBITRATION CASE FILES

The information in this bank identifies individuals or companies whose land has been expropriated and is used to determine the compensation due to claimants and to assist these parties in preparing their cases.

The information in this bank includes: name and address of the parties, notice of arbitration, location of property, date of expropriation, statement of claim, reply, motions, rulings of the board, location and dates of hearings, decisions of the board and orders of the board.

Storage: On paper, in file folders, by number, name of claimant and name of respondent.

Individuals Listed: 804.

Retention Period: 3 years after case is closed, then transfer to Archives.

Enquiries: Registrar,
Land Compensation Board,
3rd Floor, 10 King Street East,
Toronto, Ontario.

Small Claims Court

SMALL CLAIMS COURT FILES

The information in this bank identifies individuals and individuals carrying on a business as a proprietorship, as well as companies who enter claims against individuals and is used by their agents to prepare cases.

The information in this bank includes: names and addresses of plaintiffs and defendants, employment history, family details, income, assets and liabilities and judgments.

Storage: On paper, by claim number and alphabetical by name of litigant.

Individuals Listed: 150,000 per year.

Retention Period: From 2 to 20 years, then destroy.

Access: Information is available to the individual and the public.

Enquiries: Clerks and Referees in local court offices.

Provincial Court Criminal Division

CRIMINAL DIVISION CASE FILES

The information in this bank identifies persons who have been charged with an offence and is used to maintain a record of court proceedings.

The information in this bank includes: name, address, ages, drivers licence number, charge and the disposition of the charge.

Storage: On paper, in files and on computer disks or tapes by name of the accused.

Individuals Listed: 11 million.

Retention Period: From 3 to 40 years, then destroy.

Access: Information is available to the individual.
Enquiries: Local court office administrators.

Provincial Court Family Division

PROVINCIAL COURT CASE FILES

The information in this bank identifies individuals appearing before the court and is used to document court proceedings.

The information in this bank includes: name, address, age, and where applicable the charge, and the disposition of the charge.

Storage: On paper, in files, alphabetical by name of the accused, appellant or respondent.

Individuals Listed: 890,000.

Retention Period: From 5 to 24 years, then destroy or transfer to Archives.

Access: Information is available to the individual.

Enquiries: Local court office administrators.

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Social Assistance Review Board

NOTICES OF DECISIONS OF THE SOCIAL ASSISTANCE REVIEW BOARD

The information in this bank identifies social assistance recipients who have applied to the Social Assistance Review Board, and is used to document the Board's decisions regarding their appeals.

The information in this bank includes: Social Assistance Review Board file number and the original notices of decisions.

Storage: In binder, by number.

Individuals Listed: 19,500.

Retention Period: 15 years after decision, then transferred to Archives.

Access: Information is available to the individual.

Enquiries: Chairman, Social Assistance Review Board,
Room M1-57, MacDonald Block,
Queen's Park, Toronto, Ontario.

SOCIAL ASSISTANCE REVIEW BOARD CASE FILES

This bank identifies individuals who have appealed to the Social Assistance Review Board, and is used to document the requests for hearings and review proceedings.

The information in this bank includes: name, Board file number, address, FBA number, GWA number, Rehabilitation number and also includes requests for hearings and reviews, notices of hearings, copies of decisions, and reports pertaining to income maintenance, vocational rehabilitation, and information regarding municipal and provincial social assistance benefits.

Storage: On paper, in file folders, by number, and alphabetical name cross-reference.

Individuals Listed: 19,500.

Retention Period: 3 years after decision, then destroyed.

Access: Information is not available to the individual.

Enquiries: Chairman, Social Assistance Review Board,
Room 57, MacDonald Block,
Queen's Park, Toronto,
Ontario. M7A 1E9

Training Schools Advisory Board

TRAINING SCHOOL ADVISORY BOARD, WARD FILES

The information in this bank identifies wards of the court and is used for decision making purposes when reviewing ward placement plans for approval and termination of wardships.

The information in this bank includes: name, birthdate, birthplace, file number, sex, home address, Judge's name, reason for admission and legal documents, reports, summaries, memoranda, action orders or approvals, correspondence concerning the ward's background, residences,

progress and future plans and psychological, psychiatric, medical and educational material from professionals, Training School Advisory Board, ministry staff, judicial and police authorities, parents, the wards and others.

Storage: On paper, in file folders alphabetically by name.
Individuals Listed: 3622 .

Retention Period: 2 years after termination, then destroy,
and for selected training schools,
transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Supervisor, Training School Advisory Board,
2nd Floor, 700 Bay Street,
Toronto, Ontario. M7A 1E9

Finance and Administration Division
Information and Analysis - Children's

CHILD ADVOCACY INFORMATION SYSTEM

The information in this bank identifies probationers and wards of the Ministry of Community and Social Services and is used to record the frequency of movement and difficulties experienced by the children involved.

The information in this bank includes: coded name, date of birth, sex, admission date, expected discharge date, address of parents, primary worker responsible for the child, and wardship status.

Storage: On paper in file folders, by name and on computer disks.

Individuals Listed: 40,000.

Retention Period: Documents have individual retention periods; minimum of 2 months, maximum of 3 years then destroy and transfer portions to Archives.

Access: Information is available to the individual.

Enquiries: Manager,
Information and Analysis - Children's,
700 Bay Street, 12th Floor,
Toronto, Ontario. M5G 1Z6

CHILDREN'S MENTAL HEALTH SERVICES INFORMATION SYSTEM

The information in this bank identifies children who are receiving residential or non-residential services programs of licensed Children's Mental Health Centres and is used to provide statistics on these services for planning and management purposes.

The information in this bank includes: the child's name code, casebook number, sex, birthdate, wardship status, present perceived problem, referral source, previous treatment and placement type, patient type, admission date, program change dates, termination reason and termination date.

Storage: On tape, by facility and number sequence.

Individuals Listed: Approximately 1,700 (active).

Retention Period: 1 month to 3 years then destroy and transfer portions to Archives.

Access: Information is available to the individual.
Enquiries: Manager,
Information and Analysis - Children's,
Ministry of Community and Social Services,
12th Floor, 700 Bay Street,
Toronto, Ontario. M5G 1Z6

JUVENILE INFORMATION SYSTEM

The information in this bank identifies children in the care of a training school or community placed through the schools and is used to provide statistics on training school services for planning and management purposes.

The information in this bank includes: the child's name, sex, height, home county, admission dates, Act admitted under, court location, reason for admission, demographic data, transfers, past placements and present location.

Storage: On computer tape.
Individuals Listed: Approximately 1,800 (active).
Retention Period: 1 month to 3 years then destroy and transfer portions to Archives.
Access: Information is available to the individual.
Enquiries: Manager,
Information and Analysis - Children's,
Ministry of Community and Social Services,
12th Floor, 700 Bay Street,
Toronto, Ontario. M5G 1Z6

JUVENILE PROBATION SYSTEM (Automated System terminated 9/80)

The information in this bank identifies children on probation with Ontario's Probation and Aftercare Services, and is used to provide statistical information for planning and for management purposes.

The information in this bank includes: the child's name, file number, age, sex, living arrangements, wardship, other demographic data, probation order information, agency involvement, supervising office information, judge's authorization for termination, date and reason.

Storage: On computer tape.
Individuals Listed: Approximately 3,600 (inactive).
Retention Period: 1 month to 3 years then destroy and transfer portions to Archives.
Access: Information is available to the individual.
Enquiries: Manager,
Information and Analysis - Children's,
Ministry of Community and Social Services,
12th Floor, 700 Bay Street,
Toronto, Ontario. M5G 1Z6

WORK INCENTIVE ALLOWANCE CASE FILE

The information in this bank identifies recipients of the work incentive allowance program and is used for statistical purposes.

The information in this bank includes: file number, date of application, salary, benefits, job type, years of formal education, arrangements and costs of day-care.

Storage: On paper and computer disks by case number.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Not determined.

Enquiries: Management Services,
Ministry of Community and Social Services,
6th Floor, 880 Bay Street,
Toronto, Ontario. M7A 1E9

Children's and Adult's Policy and Program Development
Division Policy Services

LONG-TERM STUDY ON AGING

The information in this bank identifies male subjects, and is used to study the physical, emotional, and economic changes with respect to these males over a period of time.

The information in this bank includes: name, field worker's name, marital status, recreational activities, education, income, occupational changes, unemployment periods, pension plan changes, medical examinations, retirement plans, and personality information. This bank also includes information pertaining to the subject's parents.

Storage: On paper, in folders, and on computer disks and tapes, numerically by region and alphabetically by name.

Individuals Listed: 2,000.

Retention Period: 3 years, then transfer to Archives.

Access: Information is available to the individual with the permission of the Senior Consultant.

Enquiries: Senior Consultants - Gerontology,
1 St. Clair Ave. W., 9th Floor,
Toronto, Ontario. M4V 1K6

Children's and Adult's Operations Division
Program Information Unit

CASE REVIEW FILES

This bank identifies clients who are having problems in obtaining social assistance and is used to record the actions taken on their behalf and to answer enquiries.

The information in this bank includes: name, address, Social Assistance Review Board file number, FBA case file number, and the nature of housing, dental coverage, family benefits and vocational rehabilitation services being received from the government.

Storage: On paper, in file folders, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 1 year after case is closed, then destroy.

Access: Information is available to the individual.

Enquiries: Program Information Unit,
Children's and Adults Operations Division,
6th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario, M7A 1E9.

Children's and Adult's Operations Division
Operational Support Branch

ADOPTION RESOURCES EXCHANGE CARD

The information in this bank identifies children and prospective parents and is used to compile statistics.

The information in this bank includes: name of the adoptee, birthdate, file number, parents name (if available) and Children's Aid Society's name.

Storage: On cards, alphabetically by name.
Individuals Listed: Estimates not available.
Retention Period: 1 year, then destroyed.
Access: Information is not available to the individual.
Enquiries: Adoption Co-ordinator,
700 Bay Street, 2nd Floor,
Toronto, Ontario, M7A 1E9

ADOPTIVE PARENTS FILE

This bank identifies prospective parents, and is used to document requests to adopt children.

The information in this bank includes: name of adoptive parents, address, file number, county where they reside and may also include correspondence to and from persons wishing to adopt a child.

Storage: On paper, in file folders, by number.
Individuals Listed: Estimate not available.
Retention Period: 2 years, then destroy.
Access: Information is not available to the individual.
Enquiries: Adoption Co-ordinator,
Children's Services,
700 Bay Street, 2nd Floor,
Toronto, Ontario, M7A 1E9

DESERTION CASE FILES - PROVINCIAL AND MUNICIPAL

This bank identifies deserting husbands and is used to locate these husbands whose families are in receipt of public assistance from the province.

The information in this bank includes: name, address, telephone number, date of birth, social insurance number, FBA file number and investigation information.

Storage: On paper, in file folders, alphabetically by name and by number.
Individuals Listed: Estimate not available.
Retention Period: Current year only, then destroyed if no action taken on case.
Access: Information is not available to the individual.

Enquiries: Manager, Income Maintenance Unit,
Ministry of Community and Social Services,
2195 Yonge Street, 7th Floor,
Toronto, Ontario, M4S 2B2

FAMILY CASE FILES (ADOPTIONS) AND INDEX CARDS

This bank identifies children and is used for verification of the legal status of the child and to determine the adoption status.

The information in this bank includes: adoptive parents name, file number, County where parents reside, child's name, child's birthdate, County in which child was born, and court orders; adoption orders; affidavits concerning protection, wardship or adoption of children such as orphans, illegitimate or abandoned; correspondence dealing with children in need of protection and affidavits and also vital statistics, medical history and family information.

Storage: On paper, in file folders, and on microfilm, by individuals case number.

Retention Period: 50,000.

Access: Information is not available to the individual.

Enquiries: Adoption Co-ordinator,
Children's Services,
700 Bay Street, 2nd Floor,
Toronto, Ontario. M7A 1E9

FRAUD CASE FILES

This bank identifies family benefits recipients, and is used to document evidence pertaining to fraud cases.

The information in this bank includes: name and FBA file number and also includes evidence, and cheques cashed, investigating officer reports and receipts for returned cheques.

Storage: On paper, in file folders, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 2 years after case closed, then destroy.

Access: Information is not available to the individual.

Enquiries: Manager, Income Maintenance Unit,
Ministry of Community and Social Services,
2195 Yonge Street, 7th Floor,
Toronto, Ontario, M4S 2B2

PROVINCIAL DENTAL CLAIMS

This bank identifies dental patients under the program administered by the Ontario Dental Association on behalf of the provincial government. The information is used to maintain an accounts payable record for the dental services rendered.

The information in this bank includes: dentist's name and address, attendant's name and address, patient's social insurance number, file number, description of services rendered, date of service, and fees payable.

Storage: On paper, in file folders, alphabetically by name of dentist and patient.

Individuals Listed: Estimate not available.

Retention Period: 5 years, then destroyed.

Access: Information is not available to the individual.

Enquiries: Manager, Income Maintenance Unit,
Ministry of Community and Social Services,
2195 Yonge Street, 7th Floor,
Toronto, Ontario. M4S 2B2

REHABILITATION INDEX CARDS

The information in this bank identifies applicants/recipients for service under The Vocational Rehabilitation Services Act and is used to identify duplicates and re-applications.

The information in this bank includes: recipient name, address, birthdate, social insurance number, counsellor assigned, disability, file number, actions taken and stage of rehabilitation.

Storage: On cards, alphabetically by name of recipient.

Individuals Listed: Estimate not available.

Retention Period: Current year after closing of the file, then destroy.

Access: Information is available to the individual with permission of the Co-ordinator, Program Support.

Enquiries: Co-ordinator, Program Support Section,
Operational Support Branch,
700 Bay St., 2nd Floor,
Toronto, Ontario, M7A 1E9

RESIDENTS CORRESPONDENCE

This bank identifies residents of mental retardation facilities, and is used to document inquiries, complaints, and possible court actions.

The information in this bank includes: name, address, name of facility, birthdate, next of kin and also correspondence relating to the treatment of residents, referrals for admission, or transfers, investigative reports and correspondence related to the resolution of the problems.

Storage: On paper, in file folders, alphabetically by resident's name.

Individuals Listed: Estimate not available.

Retention Period: 10 years after action completed, then destroy.

Access: Information is available to the individual.

Enquiries: Manager, MR Services Unit,
700 Bay St., 11th Floor,
Toronto, Ontario

SOLDIERS AID COMMISSION CASE FILES

This bank identifies veterans and dependants, and is used to detail and document the assistance paid to each veteran or dependant, as well as to verify the eligibility for assistance.

The information in this bank includes: veteran's name and dependant's name and cheque slips, copies of accounts from dentists, opticians, hearing aid supplies and related correspondence.

Storage: On paper, in file folders, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: Current year after ineligibility or death of veteran, then destroy.

Access: Not determined.

Enquiries: Chairman, Soldiers Aid Commission,
Ministry of Community and Social Services,
2195 Yonge Street, 10th Floor,
Toronto, Ontario. M4S 2B2

TRACER CARD AND INCIDENT CARD FOR ALLEGED MISTREATMENT OF CHILDREN

This bank identifies children involved in alleged mistreatment incidents and is used for statistical purposes.

The information in this bank includes: name and address of alleged abuser, name, sex and birthdate of the abused child, relationship, date of incident, date reported to Children's Aid Society and name of Children's Aid Society.

Storage: On cards, alphabetically by name, then by years.

Individuals Listed: 10,500.

Retention Period: up to June 15/79 - 15 years;
after June 15/79 - 25 years then destroy.

Access: Information is available to the individual with the permission of the Child Abuse Co-ordinator.

Enquiries: Child Abuse Co-ordinator,
700 Bay Street, 2nd Floor,
Toronto, Ontario, M7A 1E9

UNCOLLECTABLE OVERPAYMENTS - FAMILY BENEFITS CASES

This bank identifies recipients of Family Benefits and is used to document the client's history and to determine eligibility for financial assistance under the Family Benefits Act.

The information in this bank includes: name, FBA file number in head office and by name and birthdate in field offices, client's social assistance history, eligibility documents and also includes overpayment calculations.

Storage: On paper, in file folders, by terminal digit number and also on computer printout.

Individuals Listed: 22,608.

Retention Period: 5 years after Order-in-Council and federal authority clearance, then destroy.

Access: Not determined.

Enquiries: Manager, Income Maintenance Unit,
Ministry of Community and Social Services,
2195 Yonge Street, 7th Floor,
Toronto, Ontario, M4S 2B2

WELFARE RECIPIENTS CORRESPONDENCE

This bank identifies welfare recipients and is used to record the actions taken on the cases.

The information in this bank includes: name, correspondence and the particulars of the progress on each case.

Storage: On paper, in file folders, alphabetical by recipient's name.

Individuals Listed: Estimate not available.

Retention Period: 3 years, then destroyed.

Access: Not determined.

Enquiries: Manager, Income Maintenance Unit,
Ministry of Community and Social Services,
2195 Yonge Street, 7th Floor,
Toronto, Ontario.

Children's and Adult's Operations Division
Regional/Area/Local Offices

CRISIS SITUATION FILES

This bank identifies clients who have been in a crisis situation and is used for reference and follow-up purposes.

The information in this bank includes: name, address, sex, and also the nature of the action taken by the crisis worker, related correspondence from clients, community agencies and Income Maintenance field workers.

Storage: On paper, in file folders, alphabetical by client's name.

Individuals Listed: 60.

Retention Period: 3 years after crisis solved, then destroy.

Access: Not determined.

Enquiries: Area Managers, Adult Services.

DRUG BENEFIT ELIGIBILITY CARDS

The information in this bank identifies clients and recipients and is used to authorize drug benefits.

The information in this bank includes: recipient's name, eligibility number, benefit period and the drug benefits provided.

Storage: On paper, in cards chronologically.

Individuals Listed: 121,000.

Retention Period: 3 months, then destroy if overpayment not involved.

Access: Information is available to the individual.

Enquiries: Area Managers and Local Administrators.

FAMILY BENEFITS ACT - GENERAL CORRESPONDENCE AND ENQUIRIES

The information in this bank identifies potential clients and is used to determine if the applicant is entitled to financial assistance.

The information in this bank includes: name and address of potential client and also correspondence relative to enquiries made on their behalf for financial assistance under the Family Benefits Act but proven inadmissible upon investigation or referred to another agency.

Storage: On paper, in file folders alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 2 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Area Managers and Local Administrators.

FAMILY BENEFITS CASE FILES (AND INDEX CARDS)

The information in this bank identifies recipients of family benefits and is used to assess the eligibility for benefits under the Family Benefits Act.

The information in this bank includes: name, marital status, spouse's name, address, telephone number, date of birth, OHIP number, social insurance number, referral, telephone number, disability, children's names and ages.

Storage: On paper, in file folders, cards and computer tape by name, and assigned number.

Individuals Listed: 121,000.

Retention Period: File- 5 years, then destroy, providing an overpayment is not outstanding. Card-1 year after case completed, then destroy.

Access: Not determined.

Enquiries: Area Managers and Local Administrators.

FIELD WORKERS' WEEKLY REPORTS

The information in this bank identifies clients and is used by field workers to report the number of applications and details of visits to clients. The information is also used for statistics purposes.

The information in this bank includes: field worker name, report date, dates of interviews, clients' names, interview notes and client.

Storage: On paper, in file folders, alphabetical by field worker and chronologically by month.

Individuals Listed: Not determined.

Retention Period: 1 year, then destroy.

Access: Information is not available to the individual.

Enquiries: Area Managers and Local Administrators.

GENERAL WELFARE CASE FILES - NORTHERN AREAS

The information in this bank identifies clients and is used to assess the clients' eligibility under the General Welfare Act.

The information in this bank includes: name, marital status, spouse's name, address, telephone number, date of birth, OHIP number, social insurance number, referral, disability, children's names and ages.

Storage: On paper, in file folders and on computer tape alphabetically by client's name.

Individuals Listed: 927.

Retention Period: 5 years and 7 years, then destroy after case declared inactive, subject to overpayment reconciliation.

Access: Not determined.

Enquiries: Northern Area Managers and Local Administrators.

HARD-TO-SERVE CHILDREN - SPECIAL SERVICES

The information in this bank identifies children, and is used to determine the placement of a "hard-to-serve child", for funding purposes and also to record the child's progress.

The information in this bank includes: name, case file number, personal and family information and also copies of status reports, progress reports, placement log, contracts, schedule of activities, service plan, resource assessment, needs analysis, and related correspondence from agencies such as group homes and foster homes.

Storage: On paper, in file folders, alphabetical by name and/or by Agency name.

Individuals Listed: 250.

Retention Period: 5 years after case closed, then destroy.

Access: Information is not available to the individual.

Enquiries: Regional directors.

LEGAL AID FILES

The information in this bank and on index cards identifies legal aid applicants and is used to determine their eligibility for legal aid and the disposition of legal aid application.

The information in this bank includes: name, birthdate, address, file number and also statements of personal finances, consent to inspect assets, monthly living expenses and assessment officers' reports.

Storage: On paper, in file folders, alphabetical by applicant's name.

Individuals Listed: Estimate not available.

Retention Period: 3 years, then destroy.

Access: Not determined.

Enquiries: Area Managers and Local Administrators.

LEGAL AID STATISTICS

This bank identifies legal aid applicants, and is used to maintain a profile of their financial circumstances and to determine the patterns of repayment to the legal aid plan.

The information in this bank includes: name of applicant and also includes financial assessment data, recommendations and method of payment, and a monthly summary of referrals sent to the Branch by the Law Society.

Storage: On paper, in file folders, chronologically by district.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Not determined.

Enquiries: Area Managers and Local Administrators.

ONTAP INPUT (ONTARIO ALLOWANCES PROGRAM)

The information in this bank identifies clients and field workers and is used to record changes in the client's or field worker's circumstances and work.

The information in this bank includes: client's name, file number, birthdate, names and particulars of immediate family members, social insurance number, income, disability and accommodation

Storage: On paper, in file folders, and on computer by date, file number and name.

Individuals Listed: 121,000

Retention Period: Minimum of 2 months, maximum of 5 years, then destroy.

Access: Not determined.

Enquiries: Area Managers and Local Administrators.

PARENTAL SUPPORT CASE FILES

The information in this bank identifies clients and their husbands and is used to collect information pertaining to the husband's whereabouts and to ensure that payments are made to the court.

The information in this bank includes: name, address, telephone number, social insurance number, employers address and also notice of default from provincial court, copy of payment record, maintenance orders, notices of hearings and correspondence between husband and wife.

Storage: On paper, in file folders, alphabetically by client name.

Individuals Listed: Estimated, 1,500 active cases in any one Municipality.

Retention Period: 5 years after court order rescinded. then destroy.

Access: Information is not available to the individual.

Enquiries: Area Managers.

REHABILITATION CASE FILES

The information in this bank identifies clients and is used to assess their need for rehabilitation services and to monitor their progress.

The information in this bank includes: name, age, marital status and also consent to inspect assets, notice of changed circumstances, medical reports, maintenance orders, statements of release, intake referrals, changes of address, recommended services and applications for maintenance allowance.

Storage: On paper, in file folders, alphabetical by client name.

Individuals Listed: 13,800 per annum

Retention Period: 5 years after case is closed, then destroy.

Access: Information is available to the individual.

Enquiries: Vocational Rehabilitation Services Supervisors and Area Managers.

REHABILITATION REFERRALS

The information in this bank identifies applicants and is used to maintain a record of the rehabilitation problem and to initiate referral action.

The information in this bank includes: client's name and also medical reports, intake referrals and statements of release.

Storage: On paper, in file folders, alphabetical by name of applicant, filed by month.

Individuals Listed: Estimate not available.

Retention Period: 1 year, then destroy.

Access: Information is not available to the individual.

Enquiries: Vocational Rehabilitation Services Supervisors and Area Managers.

VOCATIONAL REHABILITATION SERVICES FINANCIAL RECORDS

The information in this bank identifies clients and is used to authorize the payment of purchases made under the Vocational Rehabilitation Services Act.

The information in this bank includes: name of client and also authorized invoices, voucher listings and daily cheque payment listings.

Storage: On paper, in file folders, by client name and batch number.

Individuals Listed: Estimate not available.

Retention Period: 5 years and 7 years, then destroy.

Access: Information is available to the individual.

Enquiries: Area Managers and Local Administrators.

VOLUNTEER FILES

The information in this bank identifies volunteers who assist in the Juvenile Probationary program and is used to establish a Volunteer Program.

The information in this bank includes: name, address, telephone number, I.D. register and also application for consideration, assignment contract and volunteer assignment record.

Storage: On paper, in file folders, by name of volunteer.
Individuals Listed: Estimate not available.
Retention Period: 1 year after termination, then destroy.
Access: Information is not available to the individual.
Enquiries: Area Managers and Local Administrators.

WARD ASSESSMENT FILES

The information in this bank identifies wards of the court and is used to determine where the child will be sent and to follow up on the child's progress.

The information in this bank includes: name, region, date of birth, school attended, grade, parents names, siblings name and also information pertaining to medical, educational and behaviour patterns such as ward's special needs.

Storage: On paper, in file folders, alphabetical by name of the ward.
Individuals Listed: 260 in Central Region.
Retention Period: 50 years after termination, then destroy, subject to archival selection.
Access: Information is not available to the individual.
Enquiries: Secretary, Community Alternatives,
Ministry of Community and Social Services,
1st Floor, 110 Eglinton Avenue West,
Toronto, Ontario.

WARD FILES

The information in this bank identifies individuals who are wards of the court and is used to inform the legal guardian of each child's progress in the school or home where placed.

The information in this bank includes: name, region, wardship held by, date of birth, school attended, grade, parent's name, sibling's name and also progress reports which include information such as name of employer if working and ward's special needs.

Storage: On paper, in file folders, alphabetical by name.
Individuals Listed: 2264.
Retention Period: 1 year after ward discharged, then destroy.
Access: Not determined.
Enquiries: Area Managers.

Children's and Adult's Operations Division
Mental Retardation Facilities

BASIC LIFE SKILLS SCALE

This bank identifies mentally retarded residents in Huronia Regional Centre, Pine Ridge and Prince Edward Heights. The information is used to assess the functional independence and program needs of developmentally handicapped residents and to develop individual programs for the residents.

The information in this bank includes: name, date of birth sex, DS file and casebook numbers and also includes basic life skills data including motor, perceptual, self-care, and academic skills; personal and social functioning skills such as attention span, activity level, emotional maturity; moral development such as the ability to distinguish right from wrong in daily conduct and physical status.

Storage: On computer disc, and tapes, by DS file number.
Individuals Listed: 2,000.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Mental Retardation Facility Administrator,
Huron Regional Centre,
Pine Ridge, Prince Edward Heights.

BILLINGS - CANADA ASSISTANCE PLAN AND RESIDENT STATISTICAL SYSTEM

The information in this bank identifies residents in mental retardation facilities and is used to provide information regarding the days of care in relation to resident needs.

The information in this bank includes: DS file number, facility number, name, birth date, sex, public trustee, file number, personal income, admission date, marital status, municipal code of origin, source of referral, reasons for admissions and continuing care, clinical assessment, program information, level of care, family involvement and readiness to move.

Storage: On computer disks and tapes, by file number and case book number.
Individuals Listed: 12,0000.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Mental Retardation Facility Administrators.

MASTER RESIDENT INDEX CARDS

The information in this bank identifies residents of mental retardation facilities and is used to determine if the resident is under care of the facility, or if he ever has been admitted or treated by facility staff as an out patient or community client or is under care in a particular facility. This bank is the key to the resident's or client's casebook number and the filing system.

The information in this bank includes: name, birthdate, address, case book number, next of kin and dates of movement in and out of the facility, address discharged or transferred to, or if death occurred in the facility.

Storage: Index cards, alphabetical by resident's name.
Individuals Listed: Estimate not available.
Retention Period: 100 years, then destroy, subject to selection by Archives.
Access: Information is not available to the individual.
Enquiries: Mental Retardation Facility Administrators.

RESIDENT STATISTICAL SYSTEM

The information in this bank identifies residents in mental retardation facilities and is used to meet the needs of mentally retarded clients after discharge and to meet administrative and management information needs.

The information in this bank includes: facility number, name, birth date, sex, admission date, marital status, municipal code of origin, unit/ward number, source of referral, reasons for admissions and continuing care, clinical assessment, communication and sensory capacities, physical capacities, life skills assessment, program information, level of care, family involvement, goal, and readiness to move. The discharge file also provides the disposition of discharged residents, new living arrangement and day program and support services arranged.

Storage: On computer disks and tape, by file number and case book number.

Individuals Listed: 12,000.

Retention Period: minimum 1 month, maximum of 3 years, then destroy and transfer portions to Archives.

Access: Information is available to the individual.

Enquiries: Mental Retardation Facilities Administrators.

RESIDENTS MAINTENANCE FILES

The information in this bank identifies residents of mental retardation facilities and is used to control and distribute the residents' assets on their behalf and to verify amounts paid out.

The information in this bank includes: name, casebook number, with correspondence between the facility, public trustees, lawyers and parents and financial statements in folders and accountable warrants, canteen ledger, general ledger, maintenance and personal trust account ledgers and inventory ledgers in binders.

Storage: On paper, in file folders, numeric by case number and in binders by name.

Individuals Listed: 12,000.

Retention Period: For folders 2 years, then destroy after resident dies or leaves facility; for ledgers and binders, 15 years, then destroy after audit and Canada Assistance Plan requirements are met.

Access: Information is available to the individual.

Enquiries: Mental Retardation Facility Administrators.

RESIDENTS CASEBOOKS FOR THE CLINICAL PROFILE, PROGRAMS, RESIDENTIAL LIFE AND CORRESPONDENCE

The information in this bank identifies residents of mental retardation facilities and is used to monitor the treatment, program and progress of resident, evaluate the standards of care and evaluate the treatment and programs provided by the facility.

The information in this bank includes: name, casebook number, present location, date of birth, next of kin, reason for admission, referrals, legal status; education, program plans, residential life and progress; clinical profile; nurse's observations, progress notes and records; relevant information pertaining to transfer, discharge and all required documents in case of death. It may also include electrocardiograms, electroencephalograms, X-Ray films and particulars of medication(s) administered.

Storage: On paper, in file folders, numerical by resident's casebook number.'

Individuals Listed: Estimate not available.

Retention Period: From 5 to 20 years, then destroy or transfer to Archives, commencing after discharge date, death or after the 21st birthday.

Access: Information is available to the individual with the permission of the Facility Administrator.

Enquiries: Mental Retardation Facility Administrators.

THERAPEUTIC DIETS

The information in this bank identifies residents who are on therapeutic diets and is used to tailor the diet to the individual resident's requirements.

The information in this bank includes: name, casebook number sex, date of birth, location in facility, and also diet cards and diet requisitions with information such as name, casebook number, location in facility, type of diet, special diet pattern, allergies, age, height, weight, physical diagnosis, laboratory information, reason for special diet and description of prescribed diet.

Storage: On paper and cards alphabetically by resident's name.

Individuals Listed: Estimate not available.

Retention Period: Current year, after discharge or death, then destroy.

Access: Information is available to the individual.

Enquiries: Mental Retardation Facility Administrators.

OBSERVATION AND DETENTION HOMES CASE FILES

The information in this bank identifies juveniles and is used to provide a record of the juvenile during residency in the detention home.

The information in this bank includes: name, age, sex, religion, physical description, guardians, birthdate, request for behavioural report (remand to Observation Home), juvenile property/possessions card, release form, visiting instructions and hospitalization, progress report from school teacher and related correspondence. Also included are police information sheets, warrants, medical history and incident reports.

Storage: On paper, in file folders, alphabetical by name of juvenile.

Individuals Listed: Estimate not available.

Retention Period: 7 years after 18th birthday, then
destroy, subject to archival selection.
Access: Information is available to the individual with
the permission of the Administrator.
Enquiries: Administrators, Observation and Detention Homes.

COMMUNITY SERVICES PROGRAM

The information in this bank identifies juveniles, and is used to record the juveniles' community work service and to follow up on the juveniles' progress.

The information in this bank includes: name, address, telephone number, parents occupation and also the community work order, police information sheet, probation officer's notes, evaluation follow-up, and work experience in the community as an alternative to probation.

Storage: On paper, in file folders, alphabetical by name of juvenile.

Individuals Listed: Estimate not available.

Retention Period: 1 year after community service completed, then destroy.

Access: Information is not available to the individual.

Enquiries: Probation and Aftercare Offices.

DIVERSION PROGRAM

The information in this bank identifies Juveniles and is used for prevention by identifying the needs of the child.

The information in this bank includes: name of juvenile, address, telephone number, name of volunteer and address and also monthly contact log, statistics, referrals by offence, and summaries.

Storage: On paper, in folders, alphabetical by name of child and by subject.

Individuals Listed: Estimate not available.

Retention Period: 1 year after occurrence, then destroy.

Access: Information is available to the individual.

Enquiries: Probation and Aftercare Offices.

PROBATION AND AFTERCARE INDEX

The information in this bank identifies probationers and is used by probation officers when juveniles are readmitted to the system.

The information in this bank includes: name of juvenile, file number, date of arrival, date of birth, father's and mother's names, address, phone number, probation officer's name and placement of the juvenile.

Storage: On paper, in file folders, alphabetical by name of the juvenile.

Individuals Listed: Not determined.

Retention Period: 5 years from the end of probation period then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Probation and Aftercare Offices.

PROBATION FILES

The information in this bank identifies probationers and is used to maintain a record of the terms of probation and to ensure that the child is maintaining probation requirements.

The information in this bank includes: name, address, physical description, birthdate, sex, citizenship, educational attainment, residence, health, medical history, employment history, information on associates, qualifications, aptitudes, attitudes, ability, criminal offences, family details, income and also psychiatric and psychological reports.

Storage: On paper, in file folders, alphabetical by name of probationer.

Individuals Listed: Estimate not available.

Retention Period: 5 years from expiration of probation period, then destroy.

Access: Information is available to the individual.

Enquiries: Probation and Aftercare Offices.

SOCIAL EVALUATIONS - METROPOLITAN TORONTO

The information in this bank identifies juveniles, and is used to provide the judge with background information and to determine the best course of action for the juvenile.

The information in this bank includes: name, family data, court appearances, health data, police comments and also reports to the judge, student achievement information, requests for pre-sentence reports, leisure activities and referrals to probation services.

Storage: On paper, in file folders, chronologically.

Individuals Listed: 250.

Retention Period: 2 years then destroy.

Access: Information is available to the individual.

Enquiries: Probation and Aftercare Office,
311 Jarvis Street,
Toronto, Ontario.
M5B 2C4

WARDS FILES/AFTERCARE FILES

The information in this bank identifies wards of the court and is used to assist in the supervision of juveniles.

The information in this bank includes: name, address, family and personal history, legal documents, reports, action orders or approvals, correspondence concerning the ward's background, residences, progress and future plans and also psychological, psychiatric, medical and educational material from professionals, Training School Advisory Board, ministry staff, judicial and police authorities, parents, the wards and others.

Storage: On paper, in file folders alphabetical by name.

Individuals Listed: Not determined.

Retention Period: 2 years after termination of wardship, then destroy.

Access: Information is not available to the individual.
Enquiries: Probation and Aftercare Offices.

CLINICAL FILES

The information in this bank identifies juveniles who are wards of training schools and psychiatric hospitals and is used to ensure proper medical care and treatment.

The information in this bank includes: name, sex, age educational history, placement history, delinquencies, and medical examination reports, including psychological and psychiatric information.

Storage: On paper, in file folders, alphabetical by name.
Individuals Listed: 2264.
Retention Period: 50 years, then destroy.
Access: Information is available to the individual.
Enquiries: Superintendents of Training Schools.

WARDS FILES

This bank identifies wards of the court and is used to document recommendation for special action.

The information in this bank includes: name of juvenile, address on admission, telephone number, file number, date of admission, sex, physical description and also legal documents, age, place of birth, grade, OHIP number, social insurance number, religion, citizenship, action orders or approvals, correspondence concerning the ward's background, residences, progress and future plans and Psychological, psychiatric, medical and educational material from professionals, Training School Advisory Board, ministry staff, judicial and police authorities, parents, the wards and others.

Storage: On paper, in file folders, alphabetical by name of the ward.
Individuals Listed: 2264.
Retention Period: 50 years, then destroy, subject to transfer to Archives for selected schools.
Access: Information is not available to the individual.
Enquiries: Superintendents of Training Schools.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Financial Institutions Division
Insurance Agents and Adjusters

INSURANCE AGENTS, AND ADJUSTERS FILES

This bank identifies individuals and corporations applying for or maintaining registration as insurance agents, or adjusters. The information is used to decide whether or not the individual or corporation is registered or licensed.

The information in this bank includes: name, address, birthdate, employment history, financial history, criminal offences, business involvement, citizenship, qualifications and sponsor.

Storage: On paper application forms, in file folders
alphabetically by name, residence and sponsor
name.

Individuals Listed: 25,000.

Retention Period: 5 years from the date of inactivity, then
destroy.

Access: Information is available to the individual with the
permission of the Registrar.

Enquiries: Registrar of Agents and Adjusters,
Financial Institutions Division,
555 Yonge Street,
Toronto, Ontario.

Financial Institutions Division,
Financial Examination Services

INSURANCE EXAMINATION FILES

This data bank identifies principal shareholders, directors, officers and senior employees of licensed or proposed insurance companies. The information is used to evaluate the trustworthiness of individuals for licenses under the Insurance Act.

The information in this bank includes: name, address, birthdate, citizenship, educational attainment, employment history, income and net worth.

Storage: On paper, in file folders, alphabetically by the
name of the insurance company with whom the
individual is employed.

Individuals Listed: 1,700.

Retention Period: Financial statement held for 5 years,
then destroy.

Access: Information is available to the individual.

Enquiries: Chief of Administration,
Financial Examination Services Section,
Financial Institutions Division,
6th Floor, 555 Yonge Street,
Toronto, Ontario.

LOAN AND TRUST EXAMINATION FILES

This bank identifies principal shareholders, directors, officers and senior employees of registered or proposed trust or loan corporations. The information is used to evaluate the trustworthiness of the individuals who have applied for licensing under the Loan and Trust Corporations Act.

The information in this bank includes: name, address, birthdate, citizenship, educational attainment, employment history, income and net worth.

Storage: On paper, in file folders, alphabetically by the name of the trust company or loan corporation.

Individuals Listed: 600.

Retention Period: Company registration held for 5 years, then transfer to Archives. Annual financial statements held for 5 years, then destroy.

Access: Information is not available to the individual.

Enquires: Chief of Administration,
Financial Examination Services Section,
Financial Institutions Division,
6th Floor, 555 Yonge Street,
Toronto, Ontario.

Financial Institutions Division
Insurance Services Section

INVESTIGATION UNIT FILES

The information contained in this bank deals with individuals and corporations who have applied for or who have registration under the acts administered by the Financial Institutions Division and have been suspected or found guilty of infractions against the acts.

This bank includes: name, address, birthdate, sex, residence, employment history, present or past activities, information on associates, qualifications, criminal offences, physical description, citizenship and information from confidential sources.

Storage: On paper, in files, by name of the individual or corporation.

Individuals Listed: 1,000.

Retention Period: Not scheduled.
Access: Information is not available to the individual.
Enquiries: Director,
Insurance Services,
555 Yonge Street,
Toronto, Ontario. M7A 2H6

COMPLAINT FILES

This bank identifies individuals who have insurance problems such as claims, premium increases and cancellation of policies. The information is used to determine if the licensees have complied with the Insurance Act, The Compulsory Automobile Insurance Act and the Pre-Paid Medical Act and also, to determine if the complainants can be assisted or advised regarding their problems.

Information in this bank includes: name, address of complainants, complaint and enquiry letters from consumers and lawyers, correspondence with insurers and other licensees, information from complainants and insurers relating to possible legal actions, applications, policies, and medical reports.

Storage: On paper, in file folders by file number, name of complainant, name of insurer and date file closed.

Individuals Listed: 10,000.

Retention Period: 5 years then destroy.

Access: Information is available to the individual with the permission of the Director.

Enquiries: Director,
Insurance Services,
Financial Institutions Division,
6th Floor, 555 Yonge Street,
Toronto, Ontario.

Financial Institutions Division,
Motor Vehicle Accident Claims

MOTOR VEHICLE ACCIDENT CLAIMS FUND FILES

This bank identifies plaintiffs and defendants involved in automobile accidents referred to the fund and is used to adjust and settle claims.

The information in this bank includes: name and address of plaintiffs and defendants, copy of police report, investigation report, medical reports regarding the accident, legal opinions, writs, judgment, assignments of judgment, suspension and reinstatement notices for drivers' licences if uninsured defendants and a copy of uninsured defendants driving record obtained by the Ministry of Transportation and Communications.

Storage: On paper, in file folders by file number.
Individuals Listed: 50,000.
Retention Period: 1 year after repayment then, destroy.
Access: Information is available to the individual
with the permission of the Director or Deputy
Director of the Branch.
Enquiries: Director or Deputy Director,
Motor Vehicle Accident Claims,
7th Floor, 555 Yonge Street,
Toronto, Ontario.

ALPHABETICAL AND NUMERIC INDEX CARDS
PLAINTIFFS AND DEPENDANTS

This bank identifies plaintiffs and defendants involved in motor vehicle accidents referred to the Motor Vehicle Accident Claims Fund and is used by Branch staff to identify MVACF files, when a client has not provided adequate information to access the file directly.
The information in this bank includes: name of plaintiffs and uninsured defendants, addresses, motor vehicle accident file number and date of the accident.

Storage: On paper cards, by name.

Individuals Listed: 400,000.

Retention Period: Retain until system superceded, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Director or Deputy Director,
Motor Vehicle Accident Claims,
7th Floor, 555 Yonge Street,
Toronto, Ontario. M7A 2J4

Financial Institutions Division,
Motor Vehicles Accident Claims

ACCOUNTS RECEIVABLE

This bank identifies uninsured motorists who owe the Fund for monies paid out on their behalf and is used to control the repayments by debtors to the Fund and as a basis for suspension of the debtors drivers' licence for default in repayment.

The information stored includes: name, address of debtors to the Fund, total amount of debt, rate of monthly payments, balance owing and file number.

Storage: On computer tapes, disks and paper printout by name and file number.

Individuals Listed: 40,000.

Retention Period: Destroy after the account is paid in full.

Access: Information is not available to the individual.

Enquiries: Director or Deputy Director,
Motor Vehicle Accident Claims,
7th Floor, 555 Yonge Street,
Toronto, Ontario. M7A 2J4

Companies Division
Companies Services Branch

SOCIAL CLUB "O" FILES

This bank identifies applicants for the incorporation of a Social Club and is used to facilitate investigations and the preparation of reports used in the exercise of Ministerial discretion for incorporation of Social Clubs.

Information in this bank includes: name of proposed corporation, name and date of birth of applicant, height, weight, colour of eyes and hair, special marks, occupation, present address, last three previous addresses and any other relevant information.

Storage: On paper, in files, by corporation name and number.

Individuals Listed: Not available.

Retention Period: 30 years after investigation, then destroy.

Access: Information is not available to the individual.

Enquiries: Controller of Records,
Companies Services Branch
555 Yonge Street,
Toronto, Ontario.

Technical Standards Division
Pressure Vessels Safety Branch

CERTIFICATE OF COMPETENCY

This bank identifies individuals qualified to inspect boilers, pressure vessels and plants, and is used to maintain a record of the Certificate of Competency.

The information in this bank includes: name of applicant, address, technical education and experience, employer, certificate number, certificate issuance and renewal dates.

Storage: Application forms, in certificate number order and index cards filed alphabetically by name of applicant.

Individuals Listed: 700.

Retention Period: Destroy on death of the applicant.

Access: Information is available to the individual.

Enquiries: Office Manager,
Pressure Vessels Safety Branch,
400 University Avenue, 23rd Floor,
Toronto, Ontario.

RECORD OF WELDER PERFORMANCE TEST

This bank identifies individuals applying for the Welders Qualification Performance Test and is used to maintain a record of welders and their qualifications.

The information in this bank includes: name of welder, social insurance number, welding qualifications, company name and address, welding procedure number, technical requirements, date of test and expiry date.

Storage: In file folders, alphabetically by welder name.

Individuals Listed: 19,000.

Retention Period: 2 years after retesting, then destroy.

Access: Information is available to the individual.

Enquiries: Office Manager,
Pressure Vessels Safety Branch,
400 University Avenue, 23rd. Floor,
Toronto, Ontario.

APPLICATION AND CERTIFICATION OF OPERATING ENGINEERS

This bank identifies individuals holding certificates issued under the Operating Engineers Act and is used for the reclassification of operating engineers and to determine payments.

Information stored in this bank includes: name, address, birthdate, sex, social insurance number, employment history, qualifications, criminal offences, certificate issuance data, expiry date and certificate number.

Storage: On application forms, in files and on microfilm by certificate number, name of operating engineer, and social insurance number.

Individuals Listed: 50,505.

Retention Period: Destroy on death of the certificate holder.

Access: Information is available to the individual.

Enquiries: Office Manager,
Pressure Vessels Safety Branch,
23rd Floor, 400 University Avenue,
Toronto, Ontario.

Technical Standards Division
Fuels Safety Branch

APPLICATIONS FOR A CERTIFICATE

This bank identifies individuals holding certificates under the Energy Act and its regulations and is used to certify or upgrade certificate holders and determine payments.

The information in this bank includes: name, address, birthdate, social insurance number, category, certificate number, payment date, issue date and expiry date.

Storage: On paper, in file folders and on microfilm by name, address and social insurance number.

Individuals Listed: 30,000

Retention Period: Retain for 3 years after cancellation, then destroy.

Access: Information is available to the individual.

Enquiries: Office Manager,
Fuels Safety Branch,
400 University Avenue,
Toronto, Ontario.

APPLICATIONS FOR A LICENCE

This bank identifies individuals or companies holding a licence to operate a facility. The information stored in this bank is used to licence operators of a facility and to determine payments.

The information stored in this bank includes: name, address, licence number, payment date, issue date and expiry date.

Storage: Application forms, in file folders and on micro-film by name, address and licence number.

Individuals Listed: 25,000.

Retention Period: 3 years after cancellation, then destroy.

Access: Information is available to the individual.

Enquiries: Office Manager,
Fuels Safety Branch,
400 University Avenue,
Toronto, Ontario M7A 2J9

APPLICATION FOR A REGISTRATION (CONTRACTOR)

This bank identifies individuals or companies registered as a contractor and is used to register contractors and determine payments.

The information in this bank includes: name, address, registration number, payment date, issue date and expiry date.

Storage: On application forms, in file folders and on microfilm by name, address and registration number.

Individuals Listed: 3,500.

Retention Period: Retain for 3 years after cancellation, then destroy.

Access: Information is available to the individual.

Enquiries: Office Manager,
Fuels Safety Branch,
400 University Avenue,
Toronto, Ontario. M7A 2J9

Registrar General

REGISTER OF CHANGES OF NAMES

This bank identifies all persons in Ontario whose names were changed under the Change of Name Act and persons born in Ontario whose names were changed in another jurisdiction. The index is used for statistical purposes.

The information includes: names, changed names, date of change and registration number.

Storage: By court order, filed sequentially by registration number each calendar year. Alphabetical index referenced to requisition number maintained on computer printout.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superceded, then transfer to Archives.

Access: Information is available to the individual with the permission of the Deputy Registrar General.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

REGISTER OF ADOPTIONS

This bank identifies all persons adopted through the courts in Ontario and persons born in Ontario but adopted in another jurisdiction and is used to record the adoption and for statistical purposes.

The information in this bank includes: name, date of adoption and registration number.

Storage: Court orders sealed and filed sequentially by number and calendar year. Alphabetical index referenced to registration number is maintained on computer printout.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superceded, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

STATEMENT OF LIVE BIRTH

This bank identifies each child born in Ontario, and is used to prepare birth certificates, establish a persons genealogy and for statistical purposes.

The information includes: name, place of birth, age and mother's residence.

Storage: On paper, computer tape and microfilm by registration number. Alphabetical index referenced to the registration number on computer print out.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superceded, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

STATEMENT OF DEATH

This bank identifies persons who have died in Ontario. The information is used to prepare death certificates, establish genealogy and for statistical purposes.

The information includes: name, date and place of death, marital status, age and cause of death.

Storage: On paper, computer tape and microfilm by registration number. Alphabetical index referenced to registration number on computer printout.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superceded, then transfer to Archives.

Access: Information is available with the permission of the Deputy Registrar General.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

MARRIAGE REGISTRATION

This bank identifies each person who marries in Ontario, and is used to prepare marriage certificates, establish genealogy and for statistical purposes.

The information includes names: of bride and groom and their parents, date and place of marriage, previous marital status and the name of witnesses.

Storage: On paper, computer tape and microfilm by registration number. Alphabetical index referenced to registration number on computer printout.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superseded, then transfer to Archives.

Access: Information is available with the permission of the Deputy Registrar General.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

STATEMENT OF STILLBIRTH

This bank identifies stillborn children and is used for statistical purposes.

The information includes: date and place of stillbirth, surname and parents names, birthplace, birthdate, occupation and citizenship.

Storage: On paper, computer tapes and microfilm by registration number. Alphabetical index referenced to registration number on computer print out.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superceded, then transfer to Archives.

Access: Information is available with the permission of the Deputy Registrar General.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

PARENTAGE FILE

This bank identifies fathers of children born out of wedlock and is used for searches during the adoption process or to determine next of kin when a person dies intestate.

The information stored in this bank includes: father's name birthdate, birthplace, social insurance number, citizenship and the consent of the father or a court order respecting a child born out of wedlock.

Storage: On paper, computer tape and microfilm by registration number. Alphabetical index cross referenced to registration number maintained in computer printout.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superseded, then transfer to Archives.

Access: Information is available with the permission of the Deputy Registrar General.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

GOVERNMENT OF CANADA REGISTRATION OF DIVORCE

This bank identifies each person divorced in Ontario and is used to search divorces for users such as legal counsel and for statistical purposes.

Information in this bank includes: names of petitioner and respondent, date and place of divorce.

Storage: On paper, computer tape and microfilm by registration number. Alphabetical index referenced to registration number maintained on computer print out.

Individuals Listed: Estimate not available.

Retention Period: Retain until system superseded, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Deputy Registrar General,
2nd Floor, Macdonald Block,
Queen's Park, Toronto,
Ontario.

Property Rights Division
Personal Property Registration Branch

PERSONAL PROPERTY SECURITY REGISTRATION SYSTEM

This bank identifies individuals using personal property as collateral for loans and is used to determine if an individual has pledged personal property as security for a loan or to determine if a piece of personal property has been pledged as security for a loan.

The information in this bank includes name, address, birthdate, sex, amount of loan, description of motor vehicle used as collateral or a description of other collateral and the name, and address of the secured party.

Storage: On paper registration forms, computer disks and microfilm, by name and vehicle serial number.

Individuals Listed: 2,500,000.

Retention Period: Not scheduled.

Access: Information is available to the public.

Enquiries: Clerks of any Personal Property Registration Office.

Technical Standards Division
Theatres Branch

PROJECTIONIST EXAMINATIONS

This bank identifies individuals who have taken examinations to become licenced projectionists and is used to determine if the individuals have successfully completed the apprenticeship training program and to decide on apprenticeship upgrading and final licensing.

The information in this bank includes: name, address, telephone number, place of employment, hours and months worked, signature of licenced projectionist and licence number, receipt of fees paid, age and copy of licence from other Provinces.

Storage: On paper, in file folders and on cards by receipt number and date of examination.

Individuals Listed: 600.

Retention Period: 5 years then destroy.

Access: Information is available to the individual.

Enquiries: Licensing Co-Ordinator,
Theatres Branch,
1075 Millwood Road,
Toronto, Ontario.

APPRENTICE PROJECTIONIST LICENCES

This bank identifies individuals applying to become projectionists and is used to decide if the individual is qualified for an apprenticeship licence.

The information stored in this bank includes: name, address, birthdate, sex, health, photographs, projection experience receipts of fees paid, and birth certificate and driver's licence.

Storage: On paper, in file folders, numerically by licence number and on cards alphabetically by name.

Individuals Listed: 268.

Retention Period: 5 years then destroy.

Access: Information is available to the individual.

Enquiries: Licensing Co-Ordinator,
Theatres Branch,
1075 Millwood Road,
Toronto, Ontario.

Ontario Securities Commission Registration Administration Branch

REGISTRATION FILE

This bank identifies registered companies and registered individuals and is used to ensure that qualified persons and companies having adequate capital are registered in accordance with the acts and regulations.

The information in this bank includes: name, address, physical description, birthdate, sex, citizenship, educational attainment, residence, employment history, present or past activities, information on associates, qualifications, aptitudes, abilities, potential performance, character, reputation, mode of living, criminal offences, family details, assets and liabilities, credit worthiness and personal references.

Storage: On paper, in file folders, by name of company or individual in alphabetical order.

Individuals Listed: 10,000.

Retention Period: 1 year after lapse in registration, then retain 30 years, then destroy.

Access: Information is available to the individual with the permission of the Deputy Director or Assistant Deputy Director.

Enquiries: Deputy Director/Assistant Deputy Director,
Registration Administration Branch,
Ontario Securities Commission,
7th Floor, 10 Wellesley Street, East,
Toronto, Ontario.

PUBLIC FILES

This bank identifies companies with publicly traded securities in Ontario. The information is provided for public disclosure to investors and interested parties.

This bank includes: name, address, present or past activities, annual reports containing the name of officers of the company, prospectus, financial statements to and related reports.

Storage: On paper, in file folders and on microfiche by name of company.

Individuals Listed: 6,000.

Retention Period: Three years for public search, then transfer to Archives.

Access: Information is available to the public upon payment of a search fee.

Enquiries: Companies Branch, Public Search Records
555 Yonge Street, Toronto. or
Supervisor,
File Room,
Administrative Branch,
Ontario Securities Commission,
7th Floor, 10 Wellesley Street, East,
Toronto, Ontario.

Residential Tenancy Commission

RECORD AND WORKING FILES

This bank identifies individuals who are tenants or owners of buildings or rental units which are the subject of an application under the act. The information is used to determine rents and the amount of rebates.

The information stored in this bank includes: landlord's name, address of complex, landlord's agent, cost of revenue statement, tenant's name, type of unit, unit number, existing rent, proposed rent and effective date and reason for proposed increase.

Storage: On paper, in file folders and computer tape by building address, application number and landlord name.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is available to the parties to the application and after the hearing to the public.

Enquiries: Local Offices of the Residential Tenancy Commission.

Ontario Racing Commission

LICENSING FILES

This bank identifies individuals licensed as participants or wage earners involved in horse racing in Ontario and is used to monitor activities in the horse racing industry.

The information in this bank includes: name, address, next of kin, telephone number, occupation, criminal record, license category, type of employment, racing affiliations, partnerships pertaining to racing and name of bank.

Storage: On paper, in file folders, alphabetically by name.

Individuals Listed: 40,000.

Retention Period: 8 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Secretary Treasurer,
Ontario Racing Commission,
10 Wellesley Street, East,
Toronto, Ontario.

Liquor Licence Board of Ontario, Administration Branch

ESTABLISHMENT FILES

This bank identifies persons having a monetary or operational interest in a licenced establishment. The information is used to ensure that all requirements and regulations are met for the issuance and continuance of a liquor licence.

The information stored in this bank includes: name, address, birthdate, citizenship, employment history, criminal offences, past residences, investment information, bank report, police investigation and correspondence and reports issued to each establishment.

Storage: Paper, in files, by name and/or licence number of establishment.
Individuals Listed: 20,000.
Retention Period: 63 years then transfer to Archives.
Access: Information is available to the individual with the permission of the Chairman, L.L.B.O.
Enquiries: Supervisor of Records,
Administration Branch,
Liquor Licence Board of Ontario,
55 Lakeshore Blvd., East,
Toronto, Ontario.

The Liquor Licence Board of Ontario
Licensing Branch

REGISTERED REPRESENTATIVE FILES

This bank identifies persons who are registered representatives of Brewers, Distillers and Wineries operating in Ontario and is used to provide licensing information pertaining to those persons.

The information in this bank includes: name, home address, phone number and employer.

Storage: On paper forms, alphabetically by the name of the person and by assigned number.

Individuals Listed: 1,100.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Licence Officer,
Licensing Branch,
Liquor Licence Board of Ontario,
55 Lakeshore Blvd., East,
Toronto, Ontario.

CERTIFICATE OF AGE OF MAJORITY

The information identifies persons to whom an Ontario Photo Card has been issued. The information is used as proof of issue of the card by the Board to the applicant, as well as for reference in the event a new card is required or there are legal problems.

The information in this bank includes: applicant's name, address, photograph, declaration regarding the applicants proof of age and a checklist pertaining to proof of age.

Storage: On cards, by name of the individual and card number.

Individuals Listed: 50,000.

Retention Period: 1 year, then destroy.

Access: Information is available to the individual.

Enquiries: Licence Officer,
Licensing Branch,
Liquor Licence Board of Ontario,
55 Lakeshore Blvd., East,
Toronto, Ontario.

APPLICATION FOR ONTARIO PHOTO CARD

This bank identifies persons who are applying for an Ontario Photo Card and is used to process the application and prepare the photo card.

The information in this bank includes: name, home address, birthdate and photograph.

Storage: On paper forms, by name of the applicant and date of application.

Individuals Listed: 50,000.

Retention Period: 1 year, then destroy.

Access: Information is available to the individual.

Enquiries: Licence Officer,
Licensing Branch,
Liquor Licence Board of Ontario.
55 Lakeshore Blvd., East,
Toronto, Ontario.

INTERDICTED RECORDS AND WORKING PAPERS

This bank identifies persons who have been interdicted or are being considered for interdiction. The information is used to monitor the interdiction process and for review in case of a further complaint.

The information in this bank includes: name and address of interdicted person, original letter of complaint, investigation reports, the order of interdiction and related working papers.

Storage: On paper forms and letters by name.

Individuals Listed; 4,000.

Retention Period: Minimum of 1 year, then retain until individual applies to have his/her name removed from the records.

Access: Information is available to the individual.

Enquiries: Licence Officer,
Licencing Branch,
55 Lakeshore Blvd., East,
Toronto, Ontario.

MINISTRY OF CORRECTIONAL SERVICES

Current Access Information:

Although the record may not be available to the individual, information has been previously discussed with the individual or the information may be available for discussion without actual scrutiny of the record. Contact the appropriate Ministry official for further access information.

Institutions Divisions/Correctional Institutions
(Jails, Detention Centres, Adult Training Centres
and Correctional Centres)

CLINICAL FILES

This bank identifies correctional institution inmates and is used to provide a medical history for use by medical staff and to insure proper medical care and treatment.

The information stored in this bank and in log books includes: name, institutional reference numbers, physical description, birthdate, sex, health, medical history, disabilities and assessments.

Storage: On paper, in files, alphabetically by name and period of incarceration.

Individuals Listed: Estimated 60,000 to 70,000 individuals per annum.

Retention Period: File - 50 calendar years, then destroy.
Log Book - 2 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent or Senior Medical Official of the Correctional Institution.

COMMITTEE RESULTS AND RECOMMENDATIONS

This bank identifies institutional inmates and is used by institution administrators to make decisions concerning the inmates entitlement and their assignment to specific programs.

The information in this bank includes: name, institutional reference number and program oriented data with summary of recommendations by Ministry staff regarding: incentive allowance and remission earnings, work assignments, rehabilitative programs and temporary absences.

Storage: On lists or application forms, by name or institutional number.

Individuals Listed: Estimate not available.

Retention Period: 1 year, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Correctional Institution.

DETENTION REVIEW DIARY

This bank identifies institution inmates and is used to ensure compliance with legislation concerning applications to judicial authorities.

The information in this bank includes: names, institutional reference numbers and dates when institution administrators are to make applications to judicial authorities.

Storage: In binders, by date of action.

Individuals Listed: Estimate not available.

Retention Period: 4 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of Correctional Institution.

DRUG CONTROL RECORDS

This bank identifies institution inmates and is used to document the control and administering of drugs.

The information stored in this bank includes: names of inmates and the names of medical professionals ordering and administering drugs to the inmate and the name of the drug and quantity administered.

Storage: Paper in binders and file folders, by date the drug was administered.

Individuals Listed: Estimate not available.

Retention Period: 2 years then destroy, subject to Archival selection.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Correctional Institution.

FINE SENTENCE AND FINE MONIES COLLECTED REPORTS

The information in this bank identifies inmates of correctional institutions and may be used by the Ministry of the Attorney General to update records of unsatisfied fine option sentences or provide information on funds received.

The information in this bank includes: names of individuals who have satisfied sentences containing an option to pay a fine in lieu of imprisonment, also contains brief particulars of sentence, reference numbers assigned by the courts and fines paid.

Storage: Paper reports, by name and court assigned reference number or by month of fine, sentence satisfaction.

Individuals Listed: Estimate not available.

Retention Period: 2 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Correctional Institution.

INMATE CONTROL RECORDS

This bank identifies individuals committed to correctional institutions and is used to control the movement of inmates.

The information stored in this bank includes: name, institutional reference numbers and location of inmates within the institution, held at hospitals or on temporary absence leave, removal warrants, particulars of sentence, receipts for transfer,

Storage: On forms or ledger books by date.

Individuals Listed: Estimate not available.

Retention Period: 2 calendar years, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Correctional Institution.

INMATE MAIL RECEIVED AND DISPATCHED

This bank identifies institution inmate's mail and is used for security and control purposes. In addition, the information may be used as evidence in ministry, police or judicial inquiries.

The information in this bank includes: name and institution reference number of inmate, name and address of addressee or sender as applicable and brief particulars of enclosures if appropriate.

Storage: In books or files, by the period of incarceration and alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 2 calendar or fiscal years then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Correctional Institution.

MISCONDUCT AND OCCURRENCES REGISTERS

This bank identifies institution inmates and is used to record the particulars of misconducts and occurrences for control and statistical purposes.

The information includes: name, institution reference number and particulars of misconducts or occurrences.

Storage: Bound ledgers, by date.

Individuals Listed: Estimate not available.

Retention Period: 5 calendar years then destroy, subject to Archival selection.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Correctional Institution.

PERSONAL PROPERTY INFORMATION

This bank identifies institution inmates and is used to control the custody of inmates belongings during incarceration.

The information includes: name, institutional reference number, next of kin's name, relationship, address, telephone number, particulars of inmate's cash, clothing and personal effects and may contain receipts for property bags.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 2-6 fiscal years then destroy.

Access: Information is available to the individual.

Enquiries: Superintendent of the Correctional Institution.

SEARCH RECORD

The information in this bank identifies inmates and staff involved in searches in areas within the institution and is used to initiate corrective action as well as initiate an investigation or punitive action.

The information includes: names and references to inmates found to be possessing contraband and the names of staff members and supervisory staff.

Storage: On paper, in files, by date of action.

Individuals Listed: Estimate not available.

Retention Period: 1 year, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Correctional Institution.

TRUST ACCOUNT RECORDS/RECEIPT BOOKS

The information in this bank identifies individuals admitted to Correctional Institutions and is used to account for the handling of funds belonging to the institution inmates and persons donating funds to their accounts.

The information stored in this bank includes: name and institutional reference number, a record of funds in individual's possession upon admission, credits and debits and resulting balance paid to individual upon discharge, also includes supporting vouchers, cash books, bank records and reconciliations.

Storage: On ledger cards or books, by name and institutional reference number.

Individuals Listed: Estimate not available.

Retention Period: 6 fiscal years, then destroy.

Access: The information is available to the individual.

Enquiries: Office Manager of the Correctional Institution.

VISITOR'S REGISTER

This bank identifies persons visiting inmates or staff and is used for security and control purposes.

The information in this bank includes: name of inmate, names, addresses and relationship of their visitor, name or title of staff member, and reason for visit.

Storage: Sheets in binders by name, date of visit or period of incarceration.

Individuals Listed: Estimate not available.

Retention Period: 2 fiscal years, then destroy.

Access: Access is not available to the individual

Enquiries: Superintendent of Correctional Institution.

Institutions Division Correctional Centres and Adult Training Centres

INCENTIVE ALLOWANCE LEDGER CARDS

The information in this bank pertains to institutional inmates and is used to reconcile debits and credits pertaining to incentive allowances.

The information in this bank includes: name of inmate, incentive allowance earnings, deductions for purchase in canteen and forfeitures of allowance, reason for forfeiture and signature of inmate.

Storage: On cards, by inmate name.

Individuals Listed: Estimate not available.

Retention Period: 6 years, then destroy.

Access: Information is available to the individual.

Enquiries: Superintendent of the Correctional Institution.

PRISON REGISTERS

The information in this bank identifies persons transferred to a correctional centre from a jail or detention centre and is used to record the particulars of persons admitted to these institutions.

The information in this bank includes: name, institution reference number, birthdate, sex, citizenship, educational attainment, religion, criminal offence, sentence particulars and date of and release particulars.

Storage: Paper, on ledgers by date of admittance and name or institution reference number.

Individuals Listed: Estimate not available.

Retention Period: 4 fiscal years, then destroy.

Access: Information is not available to the individual.

Enquiries: Records Manager,
2001 Eglinton Avenue, East,
Scarborough, Ontario. M1L 4P1

PUPIL RECORDS

This bank identifies individuals serving sentences who have continued their education and is used to record data as required by the regulations under the Ministry of Education Act.

The information in this bank includes: name, social insurance number, birthdate, sex, parentage or guardianship, health, photograph, extra curricular activities, achievements, aptitudes, abilities, potential performance and criminal offence.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 70 school years then destroy, subject to Archival selection.

Access: The information is available to the individual.

Enquiries: Senior Education Officer at the Correctional Centre or Adult Training Centre.

Institutions Division
Jails and Detention Centres

CALENDAR OF PRISONERS

This bank identifies persons held in custody and is used to answer requests from judicial authorities.

The information in this bank includes: name, age, institution reference number, date of admission to custody, brief particulars of charge, date of last court appearance and name of presiding judge.

Storage: On paper, in files, by date of request.

Individuals Listed: Estimate not available.

Retention Period: 1 fiscal year, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of Correctional Institution.

JAIL REGISTERS

The information in this bank identifies persons committed to jails or detention centres and is used to record the particulars of all persons admitted to custody.

The information in this bank includes: name, institution reference numbers, address, birthdate, sex, citizenship, educational attainment, religion, criminal offence(s), sentence particulars and date of release or transfer.

Storage: Bound ledgers, by date of committal, name or institutional reference number.

Individuals Listed: Estimate not available.

Retention Period: 10 fiscal years, then transfer to Archives, subject to culling.

Access: Information is not available to the individual.

Enquiries: Superintendent of Correctional institution

PAID FINE SENTENCE WARRANTS

A record in this bank identifies persons paying fines who are not received into custody and is used to justify the collection of fines and costs on behalf of the courts.

The information in this bank includes: name, offence particulars, amount of fine, and term of imprisonment in lieu of non payment.

Storage: On paper, in files, by date of fine payment.

Individuals Listed: Estimate not available.

Retention Period: 6 fiscal years, then destroy.

Access: Information is not available to the individual.

Enquiries: Office Manager of the Jail or Detention Centre.

PRISONERS DOCKET

This bank identifies institution inmates and is used to update institutional records following court appearances.

The information includes: names, offences, appearance date and the disposition of charges.

Storage: On paper, in files, by date of court appearance and by name.

Individuals Listed: Estimate not available.

Retention Period: 1 year, then destroy.

Access: Information is not available to the individual.

Enquiries: Superintendent of the Jail or Detention Centre.

Institutions Division
Guelph Correctional Centre

PSYCHIATRIC FILES

This bank identifies individuals who are inmates of the Guelph Correctional Centre, Treatment Unit and is used for diagnostic purposes.

The information stored in this bank includes: name, reference number, physical description, birth place and date, sex, citizenship, educational attainment, health, medical history, past or present activities, employment or school history, assessments on aptitudes, attitudes, abilities, potential, particulars of criminal history and confidentially obtained and prepared data.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 35 years then destroy, subject to Archival selection.

Access: Information is not available to the individual.

Enquiries: Senior Medical Officer,
Guelph Correctional Centre,
785 York Road,
Guelph, Ontario.

Institutions Division
Ontario Correctional Institute

A.G. BROWN MEMORIAL CLINICS

This bank identifies inmates of the Mimico Correctional Centre who were assessed or treated by staff of the A.G. Brown Clinic and is used to develop treatment programs.

The information in this bank includes: name, address, reference number, physical description, birth place and date, educational attainment, health, medical history, employment history, present and past activities, aptitudes, attitudes, abilities, potential performance, assessments, character, reputation, criminal offences and sentences.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 23 years then destroy, subject to
Archival selection.

Access: Information is available to the individual with the
permission of the Superintendent, Ontario Correc-
tional Institute, Brampton.

Enquiries: Records Manager,
2001 Eglinton Avenue, East,
Scarborough, Ontario. M1L 4P1

ASSESSMENT FILES

This bank identifies selected inmates admitted to Ontario
Correctional Institute and is used for assessment and
research purposes.

The information in this bank includes: name, institution
reference number, physical description, birth place and
date, educational attainment, residence, medical history,
employment/school history, present and past activities,
information on associates, qualification, aptitudes,
attitudes, abilities, potential performance, character,
reputation, criminal offences and sentences, assessments,
test results and personal references.

Storage: On paper, in files, alphabetically by name and
period of incarceration.

Individuals Listed: Estimate not available.

Retention Period: 12 fiscal years then destroy, subject to
Archival selection.

Access: Information is not available to the individual.

Enquiries: Clerk of Records,
Ontario Correctional Institute,
109 McLaughlin Road, South,
Brampton, Ontario.

Institutions Division Institutional Program Support Services

BAILIFF'S INMATE REFERENCE

This bank identifies institution inmates and is used to
answer inquiries of Provincial Bailiff's and classification
officers.

The information in this bank includes: name, ministry
reference number, place of incarceration, crimes and
sentences and potential security or care problems.

Storage: On cards, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 2 months then destroy.

Access: Information is not available to the individual.

Enquiries: Manager, Inmate Classification and Transfer,
2001 Elginton Avenue, East,
Scarborough, Ontario. M1L 4P1

VOLUNTEER PROGRAMMES FILES

This bank identifies volunteers assisting in ministry programs and is used for planning, program monitoring and institutional purposes.

The information in this bank includes: name, address, volunteer work location, represented organization and time expended in voluntary assignment.

Storage: On paper, in files, alphabetically by name or work location and name.

Individuals Listed: Estimate not available.

Retention Period: 2-6 fiscal years, then destroy, subject to Archival selection.

Access: Information is not available to the individual.

Enquiries: Co-Ordinator, Volunteer Programs,
2001 Eglinton Avenue, East,
Scarborough, Ontario. M1L 4P1
or
Superintendent of Correctional/Institution

Ontario Board of Parole

DECISION OF BOARD LIST

This bank identifies correctional institution inmates who have applied for parole and is used to prepare statistics for the annual report.

The information in this bank includes: name, institutional reference numbers and brief notations concerning granting or denial of parole.

Storage: On paper, in files, by date of decision with an alphabetical cross reference by name.

Individuals Listed: Estimate not available.

Retention Period: A maximum of 5 fiscal years, then destroy after record updating.

Access: Information is not available to the individual.

Enquiries: Executive Assistant to the Chairman,
Ontario Board of Parole,
2001 Eglinton Avenue, East,
Scarborough, Ontario. M1L 4P1
and
Vice Chairman of the Regional Board of Parole
and Institution's Superintendents.

ONTARIO BOARD OF PAROLE CASE FILES

This bank identifies institution inmates considered for parole and is used to assist board members in reaching a decision as to whether parole will be granted.

The information stored in this bank includes: name, institutional reference numbers, address, birth place and date, sex, citizenship, education attainment, health, employment history, past and present activities, future plans, information on associates, qualification, aptitudes, attitudes, abilities, potential performance, criminal offences, incarcerations and sentences.

Storage: On paper, in files, alphabetical by name.

Individuals Listed: Estimate not available.

Retention Period: 2 calendar years then destroy.

Access: Information is not available to the individual.

Enquiries: Chairman,
Ontario Board of Parole,
2195 Yonge Street,
Toronto, Ontario.
and also the Vice-Chairman of the Regional Board

Planning and Support Services Division
Management Data Services

ESCAPE FILES, CLOSED FACILITIES

This bank identifies persons who have escaped from correctional institutions which are now closed and is used to ensure the retention of legal documents ordering confinement.

The information in this bank includes: name, institution reference numbers, physical description, birth place and date, sex, citizenship, educational attainment, health, medical history, work record, character, criminal history, family details and circumstances of escape.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: Not Applicable.

Retention Period: 80 years then destroy subject to Archival selection.

Access: Not Applicable.

Enquiries: Records Manager,
2001 Eglinton Avenue, East,
Scarborough, Ontario. M1L 4P1

INMATE FILES

The information in this bank identifies institutional inmates and is used to assist in inmates rehabilitation and to ensure adherence to court sentences.

The information in this bank includes: name, address, physical description, birthdate, birth place, sex, nationality, age, language, education, marital status, next of kin, parents name and address, employers name and address, religion, reason for admission, charges, sentences, aggregate sentence, discharge date, parole date, etc.

Storage: On paper, computer tapes, computer disks and microfilm by name, birthdate, place of birth, ministry file number or institution number.

Individuals Listed: 894,600.

Retention Period: 10 to 25 years, then destroy, subject to selection by Archives.

Access: Information is not available to the individual.

Enquiries: Manager,
Client Information Systems and Records,
2001 Eglinton Avenue, East,
Scarborough, Ontario. M1L 4P1

INMATE'S DAILY LOG

This bank identifies institution inmates and is used to record important occurrences.

The information in this bank includes: name, institutional reference number and particulars of important occurrences such as misconducts and penalties, admissions, transfers from or to other institutions, temporary absences, escapes and recaptures.

Storage: On paper, in files, computer tapes and disks by date of occurrence and by name and institution reference number.

Individuals Listed: Estimate not available.

Retention Period: 1 year, then destroy.

Access: Information is not available to the individual.

Enquires: Supervisor, Inmate Data Control and Sentence Audit,
2001 Eglinton Avenue, East,
Scarborough, Ontario.

PROBATION AND PAROLE FILES

The information in this bank pertains to persons placed on probation or parole and is used by probation and parole officers in supervising parolees.

The information in this bank includes: name, address, employer particulars, birth place and date, sex, educational attainment, health, employment history, present or past activities, information on associates, qualifications,

aptitudes, attitudes, abilities, potential performance, character, reputation, mode of living, criminal history, convictions and family details.

Storage: On paper in files, on computer tapes and disks by name and file number.

Individuals Listed: Estimate not available.

Retention Period: 3 years, then destroy subject to archival selection.

Access: Information is not available to the individual.

Enquiries: Manager,
Client Information Systems and Records,
2001 Eglinton Avenue, East,
Scarborough, Ontario. M1L 4P1

TEMPORARY ABSENCE PROGRAM - ADMINISTRATION

The information in this bank identifies selected institution inmates who applied for temporary absences and is used to review the individual case for appeal.

The information in this bank includes: name, institutional reference number, educational attainment, health, employment or school particulars, residence, past activities, information on associates, attitudes, potential performance, character, criminal convictions and personal references and assessments.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: 9 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Records Manager,
2001 Eglinton Ave. East,
Scarborough, Ontario. M1L 4P1

MINISTRY OF CULTURE AND RECREATION

Finance and Administration Division - Finance Branch

FINANCIAL INFORMATION SYSTEM - PAYEE FILE

This bank identifies individuals supplying services to the ministry and is used to pay the individual for services rendered and to produce T-4As.

The information in this bank includes: name, address, social insurance number, payment amount, type of service performed and payee code.

Storage: Paper requisitions, invoices and computer disks
by payee code.

Individuals Listed: 400.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: The Chief Accountant,
Finance Branch,
Ministry of Culture and Recreation
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

Heritage Conservation Division Historical Planning and Research Branch

ARCHAEOLOGICAL LICENCE AND GRANT APPLICATION FILES

This bank identifies individuals applying for archeological licences and/or archaeological research grants and is used as a basis for deciding if an archaeological licence or archaeological grant will be issued.

The information in this bank includes: name, address, social insurance number, archaeological training, field experience, publications, membership in archaeological organizations, previous licences, permits and institutional affiliation.

Storage: On paper, in file folders, alphabetically by
name and file number.

Individuals Listed: 500.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Archaeological Coordinator,
Historical Planning and Research Branch,
Ministry of Culture and Recreation,
7th Floor, 77 Bloor Street West,
Toronto, Ontario. M7A 2R9

HERITAGE RESOURCE CONSULTANTS INVENTORY

This bank identifies registered companies or sole proprietors qualified to operate in Canada in the heritage resources field and is used to locate and recruit expert consultants as needed by the ministry.

Information in this bank includes: name, address, telephone number, educational qualifications, work experience, specialties, publications, availability, work samples, promotional literature, in such fields as archaeology, historical research, architecture, geography and planning.

Storage: On paper, in files.

Individuals Listed: 20.

Retention Period: 2 years.

Access: Information is available to the individual.

Enquiries: Supervisor of Archaeological Research,
Historical Planning and Research Branch,
Ministry of Culture and Recreation,
7th Floor, 77 Bloor Street West,
Toronto, Ontario. M7A 2R9

Heritage Conservation Division
Ontario Heritage Foundation

DONORS TO THE ONTARIO HERITAGE FOUNDATION

This bank identifies donors to the foundation and is used to record the wishes of donors with respect to their gifts and to collect data concerning the donors' collections of cultural property or real estate and to determine the value of donations for income purposes.

The information stored in this bank includes: name, address, character, reputation, family details, income, assets and liabilities, tax and financial information and personal references.

Storage: On paper, in file folders, by name or company name.

Individuals Listed: 1,890.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Executive Secretary, Heritage Trust,
7th Floor, 77 Bloor Street West,
Toronto, Ontario. M7A 2R9

Field Services, Sports and Recreation Division
Recreation Branch

FITNESS ONTARIO LEADERSHIP PROGRAM APPLICATIONS

This bank identifies applicants to the Fitness Ontario Leadership Program and is used to decide whether applicants are eligible for admission and for program evaluation purposes.

The information in this bank includes: name, address, age, sex and information regarding education and experience related to fitness leadership.

Storage: On paper, in file folders.

Individuals Listed: 800.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Fitness Leadership Officer,
Recreation Branch,
Fitness Services Unit, 8th Floor,
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

ONTARIO CAMP LEADERSHIP CENTRE - CAMP LEADERSHIP ASSESSMENT

This bank identifies individuals of high-school age who have completed the leadership development course at the Ontario Camp Leadership Centre. The information is used to assess potential for employment and university admission.

The information stored in this bank includes: name, address and name of sponsoring organization and an evaluation of the individual's performance while enrolled in the course.

Storage: On paper forms, alphabetically by name and year of the course.

Individuals Listed: 2,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Consultant, Outdoor Recreation Branch,
Ministry of Culture and Recreation,
8th Floor, 77 Bloor Street West,
Toronto, Ontario. M7A 2R9

MUNICIPAL RECREATION DIRECTORS' CERTIFICATION AND ARENA MANAGERS' CERTIFICATION

This bank identifies all applicants for certification as municipal recreation directors or arena managers. The information is used to administer the issuance of arena managers' certificates and municipal recreation directors' certificates.

The information in this bank includes: name, address, SIN, marital status, academic information, employment records and information regarding qualifications, deferral, references, denials of certification and methods for updating academic qualifications.

Storage: On paper, in file folders, alphabetically by name, social insurance number and certification numbers.

Individuals Listed: 1,900.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Secretary,
Recreational Services Branch,
Ministry of Culture and Recreation,
8th Floor,
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

Field Services, Sports and Recreation Division
Sports and Fitness Branch

NATIONAL COACHING CERTIFICATION PROGRAM DATABASE

This bank identifies coaches and course conductors involved in the National Coaching Certification Program and is used to maintain records of certification of the coaches and to promote forthcoming courses.

The information in this bank includes: name, address, phone, birthdate, sex, formal education, type of coach (for example, club, community or school), status of coach (for example, paid or volunteer), age of athletes coached, courses taken and taught in NCCP.

Storage: On paper, computer disc and computer tape by name, social insurance number and NCCP "passport" number.

Individuals Listed: 23,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Coaching Development Coordinator,
Sports and Fitness Branch,
Ministry of Culture and Recreation,
8th Floor,
77 Bloor Street, West,
Toronto, Ontario. M7A 2R9

ATHLETE ASSISTANCE PROGRAM - GRANT RECIPIENTS

This bank identifies individuals who have been recommended by provincial sport governing bodies and approved by the Ministry of Culture and Recreation for Elite Assistance because they have indicated a potential for national and international-level performances in sport.

The information in this bank is used to: decide eligibility for the program; determine the level of the grant; assess commitment to high performance in the sport; monitor the performance record and assess the cost of sport participation.

The information in this bank includes: name, address, date of birth, place of birth, age, sex, citizenship, length of residency in Ontario, sport club affiliation, name of coach, address of coach, previous assistance program grants, financial assistance from other sources, occupation, name of employer, address of employer, educational status - type of instruction/full or part-time, name of academic institution, address of institution, area of study, sport competition background and achievements, sport training frequency by season, training costs, annualized training chart, tuition and other academic fees.

Storage: On paper in file folders, by the name of the athlete and by sport category.

Individuals Listed: 1500.

Retention Period: Not scheduled.

Access: Information is available to the individual and staff officials of their sport organizations.

Enquiries: Supervisor, Sport Services Section,
Ministry of Culture and Recreation,
8th Floor,
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

ONTARIO SPORTS AWARDS PROGRAM

This bank identifies individuals who are Ontario provincial champions, national, international or world-class champions. The information is used to identify Ontario athletes eligible for provincial or achievement awards, as well as others in fitness or recreation for their outstanding service.

The information in this bank includes: name, address, mailing address, championship category, sport club affiliation, name of coach and address of coach.

Storage: On paper, in binders, by the athlete's name.

Individuals Listed: 70,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Supervisor, Sport Services Section,
Ministry of Culture and Recreation,
8th Floor,
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

FITFIVE ADULT AWARD PROGRAM - PERSONAL ACTIVITY HISTORY QUESTIONNAIRE

This bank identifies FitFive Adult Award Program registrants and is used to maintain a profile of the average person participating in physical activity programs in Ontario.

The information in this bank includes: name, address, age, sex, weight, education, occupation and the number of times per week or month the person is active.

Storage: On paper, in numerical order.

Individuals Listed: 30,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Head, Fitness Services Unit,
Recreation Branch,
Ministry of Culture and Recreation,
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

FAMILY FIT TOGETHER AWARDS PROGRAM

This bank identifies families registering in the Family Fit Together Awards Program and is used to maintain a general profile of the average family participating in the program.

The information in this bank includes: name, address, age, sex, weight, the level of education of adults in the family, the number of people in the family, the occupation of the adults, and the number of times per week or month that they are active.

Storage: On paper, in numerical order.
Individuals Listed: 3,000.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Head, Fitness Services Unit,
Recreation Branch,
Ministry of Culture and Recreation,
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

Multiculturalism and Citizenship Division
Newcomer Services Branch

NEWCOMER LANGUAGE/ORIENTATION CLASSES PROGRAM

This bank identifies grant applicants, organizations, agencies, committees and employees hired by applicant groups. The information is used to decide upon eligibility for a grant, to decide on the magnitude of the grant and to evaluate success of the grant.

The information in this bank includes: names, addresses, community committee/Board members/staff, location of classes, co-sponsors of programs, other funding sources, program attendance, reports/financial statements on previous year's grant(s), staff employed in programs, information sheets and evaluation reports.

Storage: On paper, in file folders, by name of the grant recipient and year of application.
Individuals Listed: 820.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Orientation Unit Supervisor,
Newcomer Services Branch,
Ministry of Culture and Recreation,
5th Floor, 77 Bloor Street West,
Toronto, Ontario. M7A 2R9

ONTARIO WELCOME HOUSE - INFORMATION SYSTEM

The information on this system identifies clients of Ontario Welcome House, including immigrants and refugees. The information is used for statistical and management planning purposes.

The information in this bank includes: date of arrival to Canada, date of arrival to Ontario Welcome House, client number, sex, date of birth, immigrant status, referral status, referral source, employment status, residence by municipality only, marital status, education, children (sex and date of birth), language, country of origin, name, address, phone number, OHIP number and social insurance number.

Storage: Reports and computer tape, by client number and name.
Individuals Listed: 17,000.
Retention Period: Not scheduled.
Access: Information is available to the individual.

Enquiries: Supervisor,
Settlement Information and Assistance Section,
Ontario Welcome House, 4th Floor,
454 University Avenue,
Toronto, Ontario. M7A 2R9

Archives of Ontario

OPP CRIMINAL INVESTIGATION REPORTS, 1909 - 1958

The information in this bank identifies individuals who were victims of criminal actions or who were alleged to have committed such actions. The information is used to record significant crimes and indicate social trends.

The information in this bank includes: name, address, sex, address, nature of crime committed, criminal investigation reports, photographs, maps, objects as evidence, fingerprints and criminal history reports.

Storage: On paper, in file folders by number.

Individuals Listed: 4,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Ontario Provincial Police.

Enquiries: Archivist responsible for OPP Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

MARKET VALUE STUDY OF RURAL LAND, 1968 - 1971

The information in this bank identifies owners of farm land and is used to analyze the changing values of farm land in selected areas.

The information in this bank includes: name, property holdings, evaluation and tax levels.

Storage: On data sheets and computer-punched cards by geographical code.

Individuals Listed: 8,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Agriculture and Food.

Enquiries: Archivist responsible for Agriculture and Food Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

MICROFILMED CASE FILES OF INMATES

This bank identifies individuals admitted to provincial correctional institutions and training schools. The information is used to record the type of admittances to institutions and the types of problems encountered.

The information in this bank includes: name, age, sex, crime committed, medical history, education, psychological profile, committal documents, medical record, correspondence, investigations, conduct reports, photographs and fingerprints.

Storage: On microfilm, in numeric order by institution.

Individuals Listed: 150,000.

Retention Period: Permanent.

Access: Information is available to the public with the approval of the Deputy Minister of the Ministry of Correctional Services.

Enquiries: Archivist responsible for Correctional Services Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

FARM TITLE TRANSFER STUDY, 1950 - 1955

The information in this bank identifies mixed livestock farmers and their farms and is used to study the ownership history of selected mixed livestock farms.

The information in this bank includes: name, location of property, financial evaluation, maps, survey questionnaires and soil surveys.

Storage: On paper, in file folders and on key-punch cards by geographical code.

Individuals Listed: 600.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Agriculture and Food.

Enquiries: Archivist responsible for Agriculture and Food Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

FORENSIC PATHOLOGY FILES OF DRS. SMITH, FRANKISH AND VINCENT 1933 - 1955

The information in this bank identifies persons who died as a result of accidents or foul play and for whom an autopsy or investigation was conducted and is used to supplement criminal reports.

The information in this bank includes: name, age, sex, address, details of the autopsy, forensic and autopsy reports, photographs and three-dimensional items included as evidence.

Storage: On paper, in file folders and photographs, alphabetically by name.

Individuals Listed: 5,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister, Ministry of the Solicitor General.

Enquiries: Archivist responsible for the Solicitor
General's Records ,
Archives of Ontario,
77 Grenville Street
Toronto, Ontario. M7A 2R9

TRENDS IN FARM ABANDONMENT STUDY, 1956 - 1962

This bank identifies farmers in eight selected areas of Ontario and is used to document changes in land use.

The information in this bank includes: name, location of property, financial evaluation, personal income statistics, analysis sheets, survey forms, maps and final reports.

Storage: On paper, in file folders, by geographic code.

Individuals Listed: 500.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Agriculture and Food.

Enquiries: Archivist responsible for Agriculture and Food Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

DIONNE QUINTUPLETS RECORDS, 1934 - 1950

The information in this bank identifies the Dionne quintuplets and those managing their estates. The information is used to maintain an historical record of the manner in which the Dionne quintuplets were raised and their estates administered.

The information in this bank includes: name, age, sex, medical history, financial situation, invoices and accounts.

Storage: In binders and file folders.

Individuals Listed: 20.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of the Attorney General.

Enquiries: Archivist responsible for the Attorney General's Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

HEIR AND DEVISEE COMMISSION: CASE FILES, 1804 - 1895

The information in this bank identifies claimants for confirmation of land titles based on descent and is used by the government to reach a decision on title to contested properties and for genealogical research.

The information stored in this bank includes: name, age, sex, residence, family relationship, property holdings, lease location tickets, statement of claim, notice of claim, licences and affidavits.

Storage: In file folders and on microfilm by archival finding aid and in numeric order.
Individuals Listed: 5,000.
Retention Period: Permanent.
Access: Information is available to the public.
Enquiries: Archivist responsible for Heir and Devisee Commission Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

SOCIO-ECONOMIC PROBLEMS OF EASTERN ONTARIO FARM FAMILIES, 1963 - 1967

The information in this bank identifies Eastern Ontario farm families in four selected townships and is used to analyse the depressed agricultural conditions of this region and the associated socio-economic conditions.

The information includes: name, property holdings, property evaluation, personal income statistics, survey data and reports.

Storage: On paper, in file folders, by archival finding aid and geographic code.
Individuals Listed: 400.
Retention Period: Permanent.
Access: Information is available to the individual with the permission of the Deputy Minister of the Ministry of Agriculture and Food.
Enquiries: Archivist responsible for Agriculture and Food Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

ASYLUMS CORRESPONDENCE, 1870 - 1935

This bank identifies persons committed to Ontario asylums and is used for estate management, business practices and research purposes.

The information includes: name, age, sex and residence.

Storage: On paper, in files, by archival finding aid.
Individuals Listed: 12,000.
Retention Period: Permanent.
Access: Information is available to the individual with the permission of the Deputy Minister of the Ministry of Health.
Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

PSYCHIATRIC HOSPITALS: GENERAL REGISTERS, 1841 - 1906

This bank identifies individuals admitted to psychiatric institutions and is used for historical, medical and genealogical research.

The information in this bank includes: name, age, residence, place of birth, date of admission, nature of illness, date institutional treatment ended and general remarks about the mental and/or physical state of persons under treatment.

Storage: In registers, by archival finding aid, in chronological order.

Individuals Listed: 22,400.

Retention Period: Permanent.

Access: Information is available to the individual with the permission of the Director of the Psychiatric Hospitals Branch, Ministry of Health.

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

REGISTER OF ADMISSIONS: HURONIA REGIONAL CENTRE, ORILLIA
1876 - 1960

This bank identifies residents of the Huronia Regional Centre and is used for statistical, historical and genealogical research.

The information in this bank includes: name, age, address, marital status, place of birth, parents' name and information which documents the admission of a patient.

Storage: On paper, in bound volumes by name and institution name.

Individuals Listed: 5,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Community and Social Services.

Enquiries: Archivist responsible for Ministry of Community and Social Services Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

ESTATE MAINTENANCE FILES, TORONTO GENERAL TRUST CO.,
1882 - 1911

The information in this bank identifies committed lunatics and is used for economic, historical and genealogical research.

The information in this bank includes: name, age, sex and economic information.

Storage: On paper, in files, by archival finding aid and by name.

Individuals Listed: 1,277.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Health.

Enquiries: Archivist responsible for Ministry of Health
Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

PSYCHIATRIC HOSPITALS: DISCHARGE, DEATH, PROBATION AND
ELOPEMENT REGISTERS, 1841 - 1906

The information in this bank identifies persons resident in Ontario psychiatric hospitals and is used for legal, administrative and historical research purposes.

The information includes: name, age, date of activity, and autopsy number where appropriate in Death Registers.

Storage: In registers, by archival finding aid and chronological order.

Individuals Listed: 22,400.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Director of Psychiatric Hospitals Branch.

Enquiries: Archivist responsible for Ministry of Health
Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

QUEEN STREET MENTAL HEALTH CENTRE, TORONTO: ADMISSION
ORDERS AND HISTORIES, 1851 - 1906

The information in this bank identifies persons admitted to the Queen Street Mental Health Centre and is used for historical, medical and genealogical research.

The information in this bank includes: name, date of commitment, age, sex, mental status, economic status and discharge date.

Storage: On paper, in files, by archival finding aid and chronologically by admission number.

Individuals Listed: 8,769.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Health.

Enquiries: Archivist responsible for Ministry of Health
Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

ONTARIO ASYLUMS: COMMITTAL AND DISCHARGE FILES,
1901 - 1931

The information in this bank identifies persons committed and discharged from Ontario asylums and psychiatric hospitals and is used for historical, legal and genealogical research.

The information in this bank includes: name, age, sex, residence and remarks on the mental condition.

Storage: On paper, in files, by archival finding aid and by numerical reference.

Individuals Listed: 11,360.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Health.

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

PSYCHIATRIC HOSPITALS: ADMISSION APPLICATIONS AND
CORRESPONDENCE, 1920 - 1932

The information in this bank identifies persons seeking admission to Ontario psychiatric hospitals and is used for historical and genealogical research.

The information in this bank includes: name, age, illness, sex and address.

Storage: On paper, in files, by archival finding aid and in chronological order.

Individuals Listed: 4,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Health.

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

PSYCHIATRIC HOSPITALS: ADMISSION REGISTERS, 1841 - 1906

The information in this bank identifies persons admitted to psychiatric hospitals and is used for historical, medical and genealogical research.

The information in this bank includes: name, age, condition on date of admission and any pertinent remarks on the mental or physical condition of the person admitted.

Storage: In registers, by archival finding aid and in chronological order.

Individuals Listed: 22,400.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Director of Psychiatric Hospitals Branch.

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

ONTARIO ASYLUMS AND JAILS: NOTICES, RETURNS AND SCHEDULES,
1901 - 1916

The information in this bank identifies persons having institutional contact with Ontario asylums and jails and is used for historical and genealogical research.

The information in this bank includes: name, date admitted, date discharged, probation, date of death, age, nature of crime, country of origin, admission notices, death notices, discharge notices, probation notices, elopement and recapture reports, non-native returns and county jail returns.

Storage: On paper, in files, by archival finding aid and chronologically.

Individuals Listed: 20,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Health.

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

PSYCHIATRIC HOSPITALS: PAYING PATIENTS' JOURNALS AND CASH
BOOKS, 1870 - 1906

The information in this bank identifies residents of psychiatric hospitals who were paying or private patients and is used for historical research.

The information in this bank includes: patient name and payment schedules.

Storage: In bound volumes, by archival finding aid and by name.

Individuals Listed: 4,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Director of Psychiatric Hospitals Branch.

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

HURONIA REGIONAL CENTRE, ORILLIA: APPLICATIONS FOR
ADMISSIONS, 1876 - 1936

The information in this bank identifies applicants for admission to this institution and is used for historical research.

The information in this bank includes: name, age, name of parents, address and other pertinent information about applicants for admission to the institution.

Storage: In bound volumes, in chronological order.
Individuals Listed: 4,000.
Retention Period: Permanent.
Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Community and Social Services.
Enquiries: Archivist responsible for Ministry of Community and Social Services Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

HURONIA REGIONAL CENTRE, ORILLIA: ELOPMENT, PROBATION AND DEATH REGISTERS, 1876 - 1967

The information in this bank identifies residents of the institution and is used for statistical and historical research.

The information in this bank includes: name, age, residence, diagnosis, date of event, cause of event and any other pertinent remarks.

Storage: In bound volumes by name and institution.
Individuals Listed: 4,000.
Retention Period: Permanent.
Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Community and Social Services.
Enquiries: Archivist responsible for Community and Social Services Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

DEPORTATION ACTIONS - JAILS AND ASYLUMS, 1908 - 1913

The information in this bank identifies persons committed to jails or asylums who became a charge upon the public purse within two years of arrival in Canada and is used for historical and genealogical research.

The information in this bank includes: name, nationality, age, sex and reason for deportation.

Storage: On paper, in files by archival finding aid and in numeric order.
Individuals Listed: 5,000.
Retention Period: Permanent.
Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Health.
Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

PSYCHIATRIC HOSPITALS: CASEBOOKS, 1841 - 1906

The information in this bank identifies residents of psychiatric hospitals and is used for treatment history research.

The information in this bank includes: name, age, residence, type of education, names and addresses of relatives, origins of disease, diagnoses and treatments.

Storage: In bound volumes, by archival finding aid.

Individuals Listed: 15,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Director of Psychiatric Hospitals Branch, Ministry of Health,

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

QUEEN STREET MENTAL HEALTH CENTRE, TORONTO: WARD BOOKS AND MUSTER ROLLS, 1845 - 1900

The information in this bank identifies persons resident in this institution and is used for historical research.

The information in this bank includes: name, age, sex and ward assignment. Muster Rolls contain ward designation and often notations on visitors and daily happenings.

Storage: In registers and bound volumes by archival finding aid.

Individuals Listed: 4,000.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Director of Psychiatric Hospitals Branch, Ministry of Health.

Enquiries: Archivist responsible for Ministry of Health Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

COUNTY BOARDS OF EXAMINERS RECORDS, 1850 - 1910

The information in this bank identifies teachers and is used to describe the operation of county boards, as a genealogical source and as a proof of issue of certificates.

The information in this bank includes: name, place of birth, age, religion, address, last place of teaching, marks and the minutes of the boards which examined the teacher's qualifications.

Storage: In bound volumes, by county name and chronologically.

Individuals Listed: Not available.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Education.

Enquiries: Archivist responsible for Ministry of Education Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

ROMAN CATHOLIC SEPARATE SCHOOL RECORDS, 1884 - 1933

The information in this bank identifies separate school teachers and is used as a proof of employment, a source of information regarding teacher movement and for genealogical research.

The information in this bank includes: names, qualifications, experience, date of appointment, salaries and subjects taught.

Storage: In bound volumes, chronologically and alphabetically by region and names within each school.

Individuals Listed: Not available.

Retention Period: Permanent.

Access: Information is available to the individual.

Enquiries: Archivist responsible for Ministry of Education Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

TEACHING CERTIFICATE REGISTERS, 1847 - 1930

The information in this bank identifies teachers, head masters and inspectors and is used to confirm teaching certificates and for genealogical research purposes.

The information in this bank includes: name, place and year of examination, teacher training school attended, copies of certificates and last school taught in.

Storage: In bound volumes, in chronological order and by name.

Individuals Listed: Not available.

Retention Period: Permanent

Access: Information is available to the individual.

Enquiries: Archivist responsible for Ministry of Education Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

INSPECTORS/SECONDARY SCHOOL PRINCIPALS - STATEMENTS AND STATISTICAL REPORTS, 1958 - 1971

The information in this bank identifies high school teachers and is used as a proof of employment, an indication of movement of teachers throughout the province and for genealogical purposes.

The information in this bank includes: teacher name, social insurance number, qualifications, experience and subjects taught.

Storage: In binders and in folders, by name of school.

Individuals Listed: Not available.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Education.

Enquiries: Archivist responsible for Ministry of Education Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

SECONDARY SCHOOL INSPECTORS' REPORTS, 1851 - 1951

The information in this bank identifies secondary school teachers and is used as a proof of employment, a source of appraisal techniques and for genealogical purposes.

The information in this bank includes: names of teachers, qualifications, experience, appraisals of teachers, date of appointment, salary, subjects taught and inspectors' notes.

Storage: In bound volumes, by name of locality.

Individuals Listed: Not available.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Education.

Enquiries: Archivist responsible for Ministry of Education Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

INSPECTORS' REPORTS - TEACHERS' SUPERVISION, 1950 - 1968

The information in this bank identifies high school teachers and is used as a proof of employment and for promotion, certification and genealogical purposes.

The information in this bank includes: teachers' names and address, qualifications, experience, school, subject taught, room number, municipality, year, inspectors' assessment and recommendations and grading.

Storage: On paper, in folders, alphabetically by name.

Individuals Listed: Not available.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Education.

Enquiries: Archivist responsible for Ministry of Education Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

TEACHERS' COLLEGES' APPLICATION AND TRAINING REGISTERS,
1847 - 1975

The information in this bank identifies student teachers and is used as a proof of age, as a source of genealogical information and for comparative research of the teacher education system.

The information in this bank includes: name of student teacher, age, religion, address, educational history, marks, evaluations, teaching experience, I.Q. and last teaching position.

Storage: In bound volumes, by name of student and name of teachers' college.

Individuals Listed: Not available.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Education.

Enquiries: Archivist responsible for Ministry of Education Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

WORKMEN'S COMPENSATION CLAIMS, 1937-39

The information in this bank identifies injured workers applying for compensation, and is used for historical research.

The information in this bank includes: name, address, company, nature of enquiry, and correspondence regarding the worker's claims.

Storage: On paper, in file folders, alphabetically by name.

Individuals Listed: 77.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Labour.

Enquiries: Archivist responsible for Ministry of Labour Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

WORKMEN'S COMPENSATION BOARD REPORTS, 1957

The information in this bank identifies injured workers, and is used for historical research.

The information in this bank includes: name, occupation, cause, parts affected, employer, employer's address, and attending physician.

Storage: On paper, in file folders, chronologically .

Individuals Listed: 400.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Chairman of the Workmen's Compensation Board.

Enquiries: Archivist responsible for Ministry of Labour Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario.

DOMINION-PROVINCIAL YOUTH TRAINING PROGRAMME, 1939-41

The information in this bank identifies girls who took part in the programme, and is used for historical research.

The information in this bank includes: name, address, age, and grades in courses.

Storage: On paper, in file folders, alphabetically, by name.

Individuals Listed: 300.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Labour.

Enquiries: Archivist responsible for Ministry of Labour Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

SPECIAL PLACEMENT OFFICER'S FILES, 1947-53

The information in this bank identifies Europeans contemplating emigration to Ontario, and is used for historical and genealogical research.

The information in this bank includes: name, occupation, age, number of dependents, national origin, education, work experience and special skills.

Storage: On paper, in file folders.

Individuals Listed: 31.

Retention Period: Permanent.

Access: Information is available to the public with the permission of the Deputy Minister of the Ministry of Labour.

Enquiries: Archivist responsible for Ministry of Labour Records,
Archives of Ontario,
77 Grenville Street,
Toronto, Ontario. M7A 2R9

AGRICULTURAL LOAN COMMISSION RECORDS, 1922-56

The information in this bank identifies Ontario farmers who applied to the government for loans, and is used for historical research.

The information in this bank includes: name, address, and amount of loan.

Storage: On paper, in file folders, by name and in chronological sequence.
Individuals Listed: 4,000.
Retention Period: Permanent.
Access: Information is available to the public with the permission of the Deputy Treasurer.
Enquiries: Archivist responsible for Treasury Records, Archives of Ontario, 77 Grenville Street, Toronto, Ontario. M7A 2R9

MARRIAGE REGISTERS COLLECTION

The information in this bank identifies couples married by clergy of various denominations during the period from 1801 to 1869. The information is used for genealogical and historical research.

The information in this bank includes: name, age, birthplace, residence, parents' names of both bride and groom, marriage date, denomination, birth, baptism and death registrations.

Storage: In bound volumes and on microfilm, by district, county, and town, and by date.
Individuals Listed: 500,000
Retention Period: Permanent.
Access: Information is available to the public.
Enquiries: Archivist responsible for Registrar General's Records, Archives of Ontario, 77 Grenville Street, Toronto, Ontario. M7A 2R9

RECORDS OF VICTORIA INDUSTRIAL SCHOOL, MIMICO, 1881-1935

The information in this bank identifies inmates of the Victoria Industrial School, Mimico, and is used for historical and genealogical research.

The information in this bank includes: name, address, physical descriptions, birth dates and place, sex, education, health, medical histories, employment histories, criminal offenses, family details, aptitudes, abilities, character, present and past activities.

Storage: On paper, in file folders, bound volumes, and on microfilm, by name and case file number.
Individuals Listed: 4,700
Retention Period: Permanent.
Access: Information is available with the permission of the Deputy Ministers of the Ministries of Correctional Services and Community and Social Services.
Enquiries: Archivist responsible for Provincial Secretary's Records, Archives of Ontario, 77 Grenville Street, Toronto, Ontario. M7A 2R9

MINISTRY OF EDUCATION/COLLEGES AND UNIVERSITIES

Special Projects Branch

FOREIGN LANGUAGE IMMERSION

The information in this bank identifies students and is used to select students for these courses.

The information in this bank includes: name, sex, citizenship, country of birth, birthdate, address, telephone number, SIN, OHIP number, passport number, religious affiliation, height, weight, parents' names and occupations, business phone, medical information, languages spoken, travel experience, club memberships, self profile.

Storage: On paper, in files, alphabetically.

Individuals Listed: 25 per year.

Retention Period: Not scheduled

Access: Information is not available to the individual.

Enquiries: Education Officer, Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

Regional Services
Sir James Whitney School

LANGUAGE DEVELOPMENT SUMMER COURSES

The information in this bank identifies teachers attending these courses and includes: Social insurance number and name, address, teaching qualifications, educational background.

Storage: On paper, in files, alphabetically by teacher name.

Individuals Listed: 6 per year.

Retention Period: 5 years, then destroy.

Access: Information is available to the individual with permission of Principal.

Enquiries: Principal, The Sir James Whitney School,
Belleville, Ontario.

BURSARIES TO STUDENT TEACHERS

The information in this bank identifies student teachers and is used to determine whether a bursary will be granted.

The information in this bank includes: Social insurance number, name, address, High School and University transcripts, work experience, letters of reference, practice teaching reports, course marks, amount of award.

Storage: On paper, in files, alphabetically by teacher name.

Individuals Listed: 10 per year.

Retention Period: Not Scheduled.

Access: Information is available to the individual with permission of the Principal.

Enquiries: Principal, The Sir James Whitney School, Belleville, Ontario.

ONTARIO/QUEBEC STUDENT EXCHANGE

The information in this bank identifies exchange students and is used to administer the program and for audit purposes.

The information in this bank includes: name, address, birthdate, telephone number, OHIP number, medical information, emergency contact, education information such as report cards, school address and telephone number.

Storage: On paper, in files, alphabetically by student name

Individuals Listed: 400 per year.

Retention Period: 2 years; then destroy.

Access: Information is available to the individual with Branch Permission.

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

INTRA/INTER PROVINCIAL TEACHER EXCHANGE

The information in this bank identifies educators applying for provincial exchanges and is used to administer the program.

The information in this bank includes: name, address, telephone number, SIN, place and date of birth, citizenship, religious affiliation, employing board and school, emergency contact, medical information, OHIP number, language proficiency, and recommendation.

Storage: On paper, in files, alphabetically by name within province.

Individuals Listed: 20 per annum.

Retention Period: not scheduled.

Access: Information is not available to the individual.

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

MONITOR PROGRAM

The information in this bank identifies university students who assist teachers of English/French as a second language and is used to administer the program.

The information in this bank includes: name, address, telephone number, sex, date of birth, SIN, citizenship, first language, transcript of school/university work, letter of recommendation, proficiency on first and second languages, relevant experience, and an assessment of personal suitability.

Storage: On paper, in files, alphabetically by student name.

Individuals Listed: 800 per year

Retention Period: 10 years, then destroy

Access: Information is available to the individual with Branch permission.

Enquiries: Director, Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

FULL TIME AND WINTER BURSARY PROGRAM

The information in this bank identifies teachers of French as a first/second language and is used for the administration of the program.

The information in this bank includes: Social insurance number name, address, telephone number, sex, teaching qualification information, amount of award, course completed, fee paid.

Storage: On paper, alphabetically by teacher name.

Individuals Listed: 2500 per year.

Retention Period: Destroy after audit.

Access: Information is available to the individual with Branch permission.

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

INTERNATIONAL EXCHANGE TEACHERS

The information in this bank identifies Ontario teachers applying for exchange abroad and Foreign teachers applying for exchange to Ontario and is used to administer international teacher exchanges.

The information in this bank includes: name, address, place of birth, citizenship, date of birth, SIN, OHIP number, religious affiliation, school, employing board, teaching certificates, professional degrees and diplomas, experience, professional association, emergency contact, type of housing and automobile, languages spoken, spouse's name, dependant(s) name(s), medical information.

Storage: On paper, in files, alphabetically by teacher name.

Individuals Listed: 100 per annum for length of time programs offered.

Retention Period: Not scheduled.

Access: Information is available to the individual with Branch permission.

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

STUDENT LEADERSHIP PROGRAM-STAFF

The information in this bank identifies teachers for leadership programs and is used to administer the program.

The information in this bank includes: name, address, school, SIN, salary, subjects taught.

Storage: On paper, alphabetically by teacher's name.

Individuals Listed: 140 per annum.

Retention Period: Not scheduled.

Access: Information is available to individual with the Branch permission.

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

STUDENT LEADERSHIP PROGRAM-STUDENTS

This bank identifies students applying for leadership programs and is used to administer these programs.

The information in this bank includes: name, address, telephone number, school attending.

Storage: On paper, in files, alphabetically by student name.

Individuals Listed: 1,500 per annum.

Retention Period: Not scheduled.

Access: Information is available to the individual with Branch permission.

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

SUMMER SEMINAR

The information in this bank identifies Ontario teachers applying for seminars in Italy, Switzerland, West Germany, the Netherlands and France and is used to administer this program and issue income tax receipts.

The information in this bank includes: Social insurance number, name, address, telephone number, employing board and school, teaching and other employment history, family contact for emergencies, medical information, nationality, date of birth, and photograph.

Storage: On paper, in files, alphabetically by teacher name.

Individuals Listed: 200 per annum.

Retention Period: Not scheduled.

Access: Information is available to the individual with permission of Special Projects Branch.

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

CANADIAN STUDIES SEMINARS

This bank identifies foreign educators applying for seminars in Ontario and is used to administer the program.

The information in this bank includes: name, address, telephone number, date of birth, nationality, employment history in education, personal contact for emergencies, medical information.

Storage: On paper, in files, alphabetically by educator name.

Individuals Listed: 75 per annum.

Retention Period: Not scheduled.

Access: Information is available to the individual with Branch permission

Enquiries: Special Projects Branch,
14th Floor, Mowat Block,
Queen's Park, Toronto,
Ontario.

Correspondence Education Branch

CORRESPONDENCE EDUCATION

The information in this bank identifies students enrolled in correspondence education courses and is used to administer these courses.

The information in this bank includes: name, address, country of birth, date of birth, telephone number, school attendance, occupation, number of years resident in Ontario, citizenship status, courses completed and in progress; and marks for courses completed.

Storage: On paper and computer disks by student number and student name.

Individuals Listed: 100,000.

Retention Period: 70 years.

Access: Information is available to the individual with permission of Chairman, Student Services Section.

Enquiries: Chairman, Student Services Section,
Correspondence Education,
909 Yonge Street, Toronto, Ontario.

Management Information Systems Branch

JUNE BOARD FILE

This bank identifies personnel of the various boards and is used for planning, policy analysis and financial purposes.

The information in this bank includes: SIN, names, position held by school board personnel, schools, numbers of teachers, aggregate salary allowances by the Board.

Storage: On paper, in files, computer tapes and microfilm, by board number and social insurance number.

Individuals Listed: 5,000.

Retention Period: Not scheduled

Access: Information is not available to the individual.

Enquiries: Manager,
Statistical Information Services Section,
Management Information Systems Branch,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

TEACHER STATISTICS

The information in this bank identifies teachers currently employed in publicly supported or private schools and is used for planning, statistical purposes and verification of employment eligibility.

The information in this bank includes: SIN, name, school, sex, birthdate, citizenship status, qualifications held, degree(s) held, position held and language of instruction.

Storage: On paper, in files and computer tape by social insurance number.

Individuals Listed: 200,000 annually.

Retention Period: Minimum of 15 years, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Manager,
Statistical Information Services Section,
Management Information Systems Branch,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

UNIVERSITY STUDENT INFORMATION SYSTEM/UNIVERSITY AFFAIRS REPORTS

The information in this bank identifies university students and is used to determine university funding, for policy analysis and planning and Statistics Canada requirements.

The information in this bank includes: birthdate, sex, residence, citizenship, legal status, activity previous year, marital status, mother tongue, entry date to Canada and address, university program information such as, field of entry, level, year of study and eligibility for grants.

Storage: On paper, computer tape and microfiche by university number and social insurance number.

Individuals Listed: 250,000 annually.

Retention Period: Minimum of 15 years.

Access: Information is available to the individual.

Enquiries: Manager,
Statistical Information Services Section,
Management Information Systems Branch,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

Apprenticeship Branch

APPRENTICESHIP ADMINISTRATION COMPUTER SYSTEM

This bank identifies apprentices and includes: apprentice name, address, employer name/address, trade school, fees, work experience, name of training consultant and trade identification.

Storage: On computer tape and microfiche.

Individuals Listed: 35,000.

Retention Period: Not scheduled.

Access: Information is available to the individual with
Branch permission.

Enquiries: Director, Apprenticeship Branch.

TRADESMEN RENEWAL COMPUTER SYSTEM

The information in this bank identifies tradesmen in regulated trades holding certificates of qualification and is used to identify tradesmen holding certificates and to ensure that fee payments are up to date.

Information in this bank includes: name and address of tradesmen, dates of issuance of certificates of qualification in a trade, renewal information, fees paid, trade identification, administrative data and information on completed apprentices for non-regulated trades.

Storage: On magnetic tape and microfiche.

Individuals Listed: 250,000.

Retention Period: Not scheduled.

Access: Information is available to the individual with
Branch permission

Enquiries: Director, Apprenticeship Branch

MODULAR INDUSTRIAL TRAINING COMPUTER SYSTEM

This bank identifies persons engaged in modular training.

The information in this bank includes: SIN, name address, birthdate, sex, citizenship and also employer identification, enrolment information, achievement and registration fee and examination fee.

Storage: On computer tape and microfiche.

Individuals Listed: 14,000.

Retention Period: Not scheduled

Access: Information is available to the individual with
Branch permission

Enquiries: Director, Apprenticeship Branch

Student Awards Branch

SCHOLARSHIPS, FELLOWSHIPS AND BURSARIES

The information in this bank identifies applicants for scholarships and bursaries and is used to determine the awarding of these scholarships.

The information in this bank includes: name, address, education history, scholastic information, professional and other skills, qualifications.

Storage: On paper, in files and computer tapes by social insurance number.

Individuals Listed: 10,000.

Retention Period: 10 years, then destroy.

Access: Information is available to the individual with the permission of the Branch Director.

Enquiries: Manager, Systems and Operations,
Student Awards Branch,
8th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

ONTARIO STUDENT ASSISTANCE PROGRAM

The information in this bank identifies post-secondary students requesting financial assistance and is used to determine their eligibility and financial needs.

The information in this bank includes: name, address, sex marital status, birthdate, employment and education history, current proposed studies, and amount and type of income and assets.

Storage: On paper, in files, microfiche and computer tapes by social insurance number.

Individuals Listed: 90,000.

Retention Period: 10 years, then destroy.

Access: Information is available to the individual with the permission of the Branch Director.

Enquiries: Manager, Systems & Operations,
Student Awards Branch,
8th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

Universities and Colleges Division
Special Projects Office

ONTARIO COLLEGE INFORMATION SYSTEM

The information in this bank identifies post-secondary registrants at colleges of applied arts and technology and is used to monitor the trends in post-secondary student population.

The information in this bank includes: sex, birthdate, marital status, dependents, level of education, citizenship, home province, native tongue, previous activities, date of college enrolment, field of study and program.

Storage: On computer tape.

Individuals Listed: 75,000.

Retention Period: Not scheduled

Access: Information is available to the individual.

Enquiries: Project Manager, Special Projects Office,
14th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

APPLICATIONS STATISTICS FOR COLLEGES OF APPLIED ARTS AND TECHNOLOGY

The information in this bank identifies applicants for registration in a college and is used to maintain a statistical record of the applicants.

The information in this bank includes: name, sex, birthdate, age, legal status in Canada and college choices.

Storage: On magnetic tape.

Individuals Listed: 100,000 per annum since 1974.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Co-Ordinator, Student Affairs,
College Affairs Branch,

Teacher Education Branch

TEACHER INFORMATION SYSTEMS

The information in this bank identifies teachers certified in Ontario and is used issue teaching documents, confirm teacher eligibility for superannuation purposes and to provide school boards with information for hiring and salary purposes.

The information in this bank includes: SIN, name, birthdate, sex, citizenship status, type of teaching, certificate held, additional teaching qualifications held, degrees held.

Storage: On paper forms and computer tape, by social insurance number and name.

Individuals Listed: 250,000.

Retention Period: Varies.

Access: Information is available to the individual with permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

SUMMER/WINTER COURSE SYSTEM

This bank identifies teachers enrolled in professional development programs sponsored by the Ministry of Education and is used to collect fees, issue income tax receipts and confirm enrolment eligibility.

The information in this bank includes: SIN, name address, telephone number, fee paid, course registration, and course results.

Storage: On paper forms, microfiche and computer tape, by social insurance number, verification number, course code and location code.

Individuals Listed: 2,000.

Retention Period: 60 years, then destroy.

Access: Information is available to the individual with permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

LETTERS OF ELIGIBILITY

The information in this bank identifies teachers trained outside Ontario who have applied for Ontario certification and is used to evaluate these teachers for the issuance of licences.

The information in this bank includes: SIN, name, birthdate, sex, citizenship status, academic qualifications and/or secondary school graduation, professional education.

Storage: On paper, in files and microfiche, alphabetically by teacher name.

Individuals Listed: 10,000 annually.

Retention Period: 8 years, then destroy.

Access: Information is available to the individual.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

COMBINED REGISTRATION OF ONTARIO STUDENTS

The information in this bank identifies students enrolled in at least Grade 13 credit and is used to assist universities in making interim offers of admission, policy analysis and for the administration of the Ontario Scholarship Programs and Private Trust Funds.

The information in this bank includes: name, address, school attended, status in Canada, birthdate, sex, courses completed, Diploma awarded and scholarship awarded.

Storage: On paper, in files and computer tape, by social insurance number prior to 1981. Beginning 1981, by Ministry Identification Number.

Individuals Listed: 100,000 per annum.

Retention Period: 60 years, then transfer to Archives.

Access: Information is available to the individual with permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

SECONDARY SCHOOL GRADUATION DIPLOMA

The information in this bank identifies Grade 12 students receiving the secondary school graduation diploma and is used to control the issuance of diplomas, policy analysis and planning.

The information stored in this bank includes: name, school attended, number of credits for Diploma.

Storage: On paper, in files and microfiche, by school ident number and name.

Individuals Listed: 120,000 per annum.

Retention Period: 60 years, then transfer to Archives.

Access: Information is available to the individual with permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

PRIVATE TRUST FUND AWARDS

This bank identifies Grade 13 students recommended for awards from Private Trust Funds and is used to determine eligibility for the awards and to issue cheques.

The information in this bank includes: name, address, course, mark information and the recommendation for the award.

Storage: On paper, in files, alphabetically by student name.

Individuals Listed: 2,000 per annum.

Retention Period: Not scheduled.

Access: Information is available to the individual with permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

CERTIFICATE OF TRAINING

This bank identifies students who are to receive certificates of training and is used to control the issuance of certificates and for policy analysis and planning.

The information in this bank includes: name, school attended, number of credits for Certificate.

Storage: On paper, in files, on microfiche by school ident number and name.

Individuals Listed: 40,000 per annum.

Retention Period: 60 years, then transfer to Archives.

Access: Information is available to the individual with the permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto,
Ontario.

TEACHER CORRESPONDENCE FILE

The information in this bank identifies teachers and is used to prepare correspondence associated with teachers certification.

The information in this bank includes: SIN, name, address and correspondence between the Ministry and individual.

Individuals Listed: 300,000.

Retention Period: From 7-100 years, then transfer to Archives.

Access: Information is available to the individual with the permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

STUDENT EVALUATION

The information in this bank identifies students educated outside Ontario who have requested assessment of their records in terms of Ontario's education system and is used evaluate student records and issue statements.

The information in this bank includes: name, status in Canada, address transcripts, report cards and diplomas.

Storage: On paper, in files, alphabetically by student name.

Individuals Listed: 10,000.

Retention Period: 1 year, then destroy.

Access: Information is available to the individual with permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

ONTARIO SCHOLARSHIP PROGRAM

This bank identifies Grade 13 students recommended for an Ontario Scholarship and is used to determine the qualification of students for this award and to issue cheques.

The information stored in this bank includes: name, courses completed, marks obtained, school attended and recommendation for award.

Storage: On paper, in files and computer tapes, by social insurance number, name and school mident number.

Individuals Listed: 10,000 per annum.

Retention Period: 60 years, then transfer to Archives.

Access: Information is available to the individual with permission of Manager, Registrar Services.

Enquiries: Manager, Registrar Services,
18th Floor, Mowat Block,
Queen's Park, Toronto, Ontario.

MINISTRY OF THE ENVIRONMENT

Pesticides Advisory Committee

RESEARCH CURRICULUM VITAE

This bank identifies scientists and researchers who have applied for research funds through the Committee and is used to evaluate and determine the scientific credibility of these individuals.

The information in this bank includes: name, address, birthdate, sex, citizenship, education attainment, present or past activities, employment history and qualifications.

Storage: On paper forms, alphabetically by name and university or company affiliation.

Individuals Listed: 96.

Retention Period: 8 years, then destroy.

Access: Information is available to the individual.

Enquiries: Executive Secretary,
Pesticides Advisory Committee,
2nd Floor, 1200 Bay Street,
Toronto, Ontario.

Water Resources Branch

COTTAGE POLLUTION PROGRAM

The information in this bank identifies cottage owners and is used to determine the pollution and nutrient loading of lakes and to control future development of the lakes.

Information stored in this bank includes: name and address of cottage owners, description of the contents of cottage, use of cottage, number of family members and guests, sewage system (including complaints, pollution abatement procedures, system problem etc.), survey data and studies and reports, ground and water sampling results.

Storage: On paper, in files.

Individuals Listed: 15,000

Retention Period: 7 years, then destroy, subject to Archival selection.

Access: Information is available to the individual with permission of the District Officer.

Enquiries: Regional Branches

Pollution Control Branch

TERMITE GRANTS-TRANSFER PAYMENTS

The information in this bank identifies home owners applying for or receiving a grant for work resulting from termite damage and infestation and is used to monitor those who have already applied and received grants in order that a grant is not issued for the second time.

The information includes: name and address of home owner, tenders quote, approval letters including the amount to be paid and requisitions for payment.

Storage: On paper, in file folders, and on diskettes, by file number, name and municipality.
Individuals Listed: 2,000 (Grant files)
Retention Period: 3 years, then destroy.
Access: Information is available to the individual.
Enquiries: Supervisor, Pesticides Control Section,
40 St. Clair Avenue, West,
Toronto, Ontario.

LICENCED EXTERMINATORS AND OPERATORS

The information in this bank identifies licenced exterminators and operators and is used to evaluate their qualifications to carry on an extermination business.

The information in this bank includes: name and address of employee, name and address of employer, medical history, character references, qualifications, education attainment and licence number.

Storage: On paper, in file folders, computer disks and computer tape, by employer/employee name, exterminator or licence number.
Individuals Listed: 9,000.
Retention Period: 7 years after retirement or death then destroy.
Access: Information is available to the individual.
Enquiries: Supervisor, Pesticides Control Section,
7th Floor, 40 St. Clair Avenue, West,
Toronto, Ontario.

INVESTIGATION AND PROSECUTION FILE

The information in this bank identifies persons, companies or agencies being investigated under the Pesticides Act.

The information in this bank includes: names and address of person and investigation information.

Storage: On paper, in file folders, alphabetically by name.
Individuals Listed: 5,000.
Retention Period: After completion of investigation, transfer to Archives.
Access: Information is not available to the individual, except as provided by the Pesticides Act.
Enquiries: Supervisor, Pesticides Control Section,
7th Floor, 40 St. Clair Avenue, West,
Toronto, Ontario.

NOISE COMPLAINT INVESTIGATION FILES

The information in this bank identifies individuals involved in noise complaints reported to the Ministry and is used to document the investigations and to abate environmental noise levels.

The information in this bank includes: the name and address of the parties involved and the technical information resulting from the noise complaint investigation.

Storage: In file folders and on computer tape, by name of the complainant and name or address of the noise resource.

Individuals Listed: 1,000.

Retention Period: 4 years

Access: Information is available to the individual after the investigation is completed.

Enquiries: Supervisor,
Noise Pollution Control Section,
7th Floor, 40 St. Clair Avenue West,
Toronto, Ontario.

Air Resources Branch

SMOKE VIOLATIONS-OBSERVATIONS AND COMPLAINTS

This bank identifies individuals or companies where vehicles have been observed emitting excessive smoke or where charges have been made under the Highway Traffic Act and is used in court proceedings, and for the issuance of warning letters.

The information in this bank includes: name, address, company address, vehicle description, licence number and details of date, time and location where smoke observation was made, name address, phone number of persons making the observation or laying the complaint, and where applicable, name of OPP officer and detachment.

Storage: On paper notices, emission reports, alphabetically by name of violator and violation notice number.

Individuals Listed: 8,000.

Retention Period: 3 years, then destroy.

Access: Information is available to the individual.

Enquiries: Supervisor, Vehicle Emission Section,
4th Floor, 880 Bay Street,
Toronto, Ontario.

VEHICLE VIOLATION PROSECUTIONS

The information in this bank identifies individuals of companies charged under the Environmental Protection Act for removal of emission controls and is used to prepare court cases, to decide whether or not to proceed with the prosecution and for statistical purposes.

The information in this bank includes: name and position of inspector recommending prosecution, name and address of violator, vehicle licence number and registration details, details of violation, date, location and relevant sections of Act, details of summons issued to violator, date, time and place of court hearing and court decision.

Storage: On paper violation notices, alphabetically by name of the violator and by violation notice number.

Individuals Listed: 200.

Retention Period: 10 years, then destroy.

Access: Information is available to the individual.

Enquiries: Supervisor, Vehicle Emission Section,
4th Floor, 880 Bay Street,
Toronto, Ontario.

CAR VIOLATION NOTICES

The information in this bank identifies individuals or companies who are in violation of the Environment Protection Act and is used as the basis for court action.

The information in this bank includes: name of vehicle inspector, date, time and place of violation, vehicle owner's/driver's name, address, telephone number and drivers licence number, vehicle licence number and description and details of violation.

Storage: On paper notices, by violation number.

Individuals Listed: 400.

Retention Period: Current year, after compliance with the regulation, then destroy.

Access: Information is available to the individual.

Enquiries: Supervisor, Vehicle Emission Section,
4th Floor, 880 Bay Street,
Toronto, Ontario.

APPROVED RESEARCH GRANT APPLICATION FILES

The information in this bank identifies members of the university community who have been granted funds to pursue research and is used to decide who should receive the grants.

The information in this bank includes: name, address, educational attainment, employment history, qualifications, abilities, effectiveness or potential performance, and information on associates.

Storage: On paper, in files, alphabetically by name of the applicant.

Individuals Listed: 45.

Retention Period: 4 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Head,
Atmospheric Contaminants and Research Planning,
4th Floor, 880 Bay Street,
Toronto, Ontario.

Regional Branches

COMPLAINT FILES

The information in this bank identifies polluters and is used for the investigation of pollution complaints.

The information in this bank includes the name and address of the complainant.

Storage: On paper, in file folders.

Individuals Listed: Estimate not available.

Retention Period: 25 years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Manager, Central Region,
Administrative Services.

PUBLIC COMPLAINTS/INDUSTRIAL ABATEMENT PROGRAM

The information in this bank identifies individuals with complaints related to the industrial abatement program and is used to document recurring problems.

The information includes: complainant's name, address, details of the complaint and the source's name and address.

Storage: On complaint forms, by complaint number, name and location.

Individuals Listed: Estimate not available.

Retention Period: 2 years, 6 months, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Regional Branches.

SEWAGE, SEPTIC TANKS, HAULER & INSTALLERS/APPLICATION FOR LICENCES

The information in this bank identifies individuals and companies who have applied for a licence to haul and install sewage and septic tanks and is used to assess whether or not a licence should be issued.

The information in this bank includes: name, address, business details and references.

Storage: On paper, in file folders.

Individuals Listed: Approximately 1000 per year.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Manager, Administrative Services, Central Region,
150 Ferrand Drive, Suite 700,
Don Mills, Ontario.

APPROVALS FOR CLASS 2-6 SYSTEMS

The information in this bank identifies property and likely water use for approval of sewage disposal systems.

The information in this bank includes: name and address of owner, description of dwelling, sketch of property.

Storage: On paper application forms, by municipality.

Individuals Listed: 90.

Retention Period: 55 years after permit issued, then destroy.

Access: Information is available to the individual with permission of District Officer.

Enquiries: Regional Branches.

PERMIT TO TAKE WATER PROGRAM

The information in this bank identifies water taking permit holders and is used to regulate water withdrawals and for investigative purposes.

The information in this bank includes: name, address, phone number and water taking details, such as purpose, location and amount.

Storage: On paper, in file folders, alphabetically by name,
permit number and location i.e. county,
municipality.
Individuals Listed: Estimate not available.
Retention Period: 20 years, then transfer to Archives.
Access: Information is available to the individual.
Enquiries: Approvals Evaluator, Southwest Region.

REGIONAL BRANCH ADDRESSES

NORTHWESTERN REGION

Thunder Bay Regional Office, P.O. Box 5000
435 James Street South, Thunder Bay P7C 5G6

NORTHEASTERN REGION

Sudbury Regional Office
199 Larch Street, Sudbury P3E 5P9

SOUTHWESTERN REGION

London Regional Office
985 Adelaide Street South, London

WEST-CENTRAL REGION

Hamilton Regional Office
Ontario Government Building
119 King Street West, 12th Flr.
Box 2112
Hamilton, Ontario
L8N 3Z9

CENTRAL REGION

Suite 700
150 Ferrand Drive
Don Mills M3C 3C3

SOUTHEASTERN REGION

Kingston Regional Office
133 Dalton Street, P.O. Box 820
Kingston K7L 4X6

Ministry of Government Services

CENTRAL COLLECTION SERVICES DEBTOR ACCOUNTS

The information in this bank identifies uncollected receivables of any Ministry transferred to the Central Collection Service for collection.

The information in this bank includes: name, address, record of debt and payments, personal history of collection activity, social insurance number (Ministry of Colleges and Universities Accounts only), legal documents, judgments, writs and execution.

Storage: On paper, application forms, alphabetically by debtor name and by account number and client program number or social insurance number.

Individuals Listed: 8,500.

Retention Period: 8 years, then destroy.

Access: Information is available to the individual.

Enquiries: Collection Officers,
Central Collection Service,
11th Floor, 1200 Bay Street,
Toronto, Ontario.

SPECIAL INQUIRIES

This bank identifies citizens requesting assistance through the Citizens' Inquiry Bureau and is used to assist citizens in clarifying their inquiries and to refer the citizens to the proper source of assistance.

The information in this bank includes: name, address, birthdate, income, assets, liabilities, identification numbers such as OHIP, social insurance and Workmen's Compensation claim number, health, employment history, immigration status, sponsorship details, housing situation and medical history.

Storage: On paper, in file folders, alphabetically by name, address and date.

Individuals Listed: 3,380.

Retention Period: Three years.

Access: Information is available to the individual.

Enquiries: Coordinator,
Citizens' Inquiry Bureau,
Ministry of Culture and Recreation,
6th Floor,
77 Bloor Street West,
Toronto, Ontario. M7A 2R9

MINISTRY OF HEALTH

Health Insurance Division
Professional Services Branch
Ontario Drug Benefit Unit

DRUG BENEFIT INVOICES

The records identify individuals who are recipients under the drug benefit program and the names of the dispensaries and is used to assess the validity of the dispensary, the recipient, drug and to calculate the payments to the dispensaries.

The information in this bank includes: dispensary name, address and pharmacy number, dispensing date, eligibility number, participant identification, drug index number, drug quantity, prescription number and pharmacist's signature.

Storage: On paper forms, computer tape and microfilm by invoice number and reference number.

Individuals Listed: 1,100,000.

Retention Period: 3 years then destroy.

Access: Information is available to the individual.

Enquiries: Chief, Pharmaceutical Services,
Ontario Drug Benefit,
Health Insurance Division,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

PHARMACY SPECIAL CLAIM FORMS

This bank identifies dispensaries and the recipients under the Drug Benefit Program and is used to assess the validity of the dispensary, recipient, drug and to issue payments to dispensaries.

The information in this bank includes: special claim form number, dispensing date, pharmacy number, eligibility number, participant number, name of drug, ingredients of preparations, prescription number, quantity of drug, amount billed, time of preparation and dosage.

Storage: On paper forms, computer tapes, and microfilm by special claim form number and reference number.

Individuals Listed: 1,100,000.

Retention Period: 3 years then destroy.

Access: Information is available to the individual.

Enquiries: Chief, Pharmaceutical Services,
Ontario Drug Benefit,
Health Insurance Division,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

ONTARIO DRUG BENEFIT REMITTANCE ADVICE

This bank identifies the recipient and the name of the dispensary and is used to provide an explanation to dispensaries regarding payments for drugs dispensed to recipients.

The information in this bank includes: dispensary name, address and number, reference number, date of remittance, patient's name (first five letters of surname) drug index number, drug quantity, amount paid and explanatory codes.

Storage: On computer tape and microfilm by remittance advice date, pharmacy number and by invoice number.

Individuals Listed: 300,000.

Retention Period: 3 years then destroy.

Access: Information is available to the individual.

Enquiries: Chief, Pharmaceutical Services,
Ontario Drug Benefit,
Health Insurance Division,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

Health Insurance Division, Ontario Drug Benefit
Ontario Drug Benefit Unit,
Professional Services Branch

DRUG BENEFIT ELIGIBILITY CATALOGUE

This bank identifies recipients who are eligible for drug benefits and is used to determine whether an individual is eligible for drug benefits.

The information stored in the bank includes: recipients name, eligibility number, date of birth, sex, social insurance number, OHIP number and eligibility or expiry date.

Storage: On paper and microfilm, by surname and eligibility number.

Individuals Listed: 1,200,000.

Retention Period: 3 months, then destroy.

Access: Information is available to the individual with the permission of the Chief, Pharmaceutical Services.

Enquiries: Chief, Pharmaceutical Services,
Ontario Drug Benefit,
Health Insurance Division,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

DRUG AUTHORIZATION REQUEST/CORRESPONDENCE FILE

The information identifies drug benefit recipients and is used to assess the validity of requests from physicians.

Data in this bank includes: name and address of physician, patient, pharmacy, patient's eligibility number, sex, diagnosis and residence, authorization number, effective date of authorization and reason for requesting drug, special authorization number, effective date, expiry date, patient's doctor's name, drug name and strength of dosage.

Storage: On paper, in file folders, on computer printout by special authorization number and recipient's name.

Individuals Listed: 84,000.

Retention Period: 1 year then destroy for authorization requests and 4 years then destroy for special authorization listings.

Access: The information is available to the individual.
Enquiries: Chief, Pharmaceutical Services,
Ontario Drug Benefit,
Health Insurance Division,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

Health Insurance Division
Operations Branch

O.H.I.P. SUBSCRIBER ADMINISTRATION SYSTEM DATA BASE

This bank identifies subscribers holding O.H.I.P. coverage and is used to confirm eligibility for insured benefits.

The information in this bank includes: name, address, O.H.I.P. number as well as the name, address and group number of the employer groups, as well as the type and status of subscriber enrolment coverage.

Storage: On disks, microfiche, microfilm, alphabetically by subscriber name or numerically by O.H.I.P. number.

Individuals Listed: 4,073,897.

Retention Period: Microfiche destroyed after receipt of 3rd updated issue, computer microfilm retained for current + one year, then destroy one year after current year.

Access: Information is available to the individual with the permission of the Director, Operations Branch.

Enquiries: Director, Operation Branch,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

HOSPITAL CLAIMS FILE

A record in this bank identifies O.H.I.P. subscribers and their dependents who have been admitted to hospitals in Ontario, out of province or out of country and is used to determine the length of hospitalization in the province and to make payments to hospitals or subscribers.

The information in this bank includes: name, address and O.H.I.P. registration number of hospital, name and O.H.I.P. number of patient, age and sex of patient and admission and discharge date.

Storage: On computer disk by hospital registration number and patient O.H.I.P. number.

Individuals Listed: 1,500,000 per year.

Retention Period: Paper retained current month plus one month after verification of the microfilm, then destroy. Microfilm three years, then destroy.

Access: Information is available to the individual with the permission of the Manager, O.H.I.P. Claims Services or the District Director of the O.H.I.P district offices.

Enquiries: Manager,
O.H.I.P. Claims Services,
7th Floor, 7 Overlea Blvd.,
Toronot, Ontario. M4H 1A9

O.H.I.P. CLAIMS REFERENCE FILE

This bank identifies all O.H.I.P. subscribers, their dependents and the physicians and practitioners rendering the services and is used to assess claims.

The information in this bank includes: name, sex, diagnosis and birthdate and history of services rendered by physicians, clinics and laboratories.

Storage: On computer disk and microfiche, by name and O.H.I.P. number.

Individuals Listed: 8,494,996.

Retention Period: 1 - 7 years.

Access: Information is available to the individual with the permission of the Manager, Claims Services or the District Director of the O.H.I.P. District Offices.

Enquiries: Manager,
O.H.I.P. Claims Services,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

PHYSICIAN/PRACTITIONER DEMOGRAPHIC FILE

The information in this bank identifies physicians, practitioners, clinics, hospital groups and laboratories located in and out of the province who are registered with the plan and is used to assess claims and make payments for insured services rendered to O.H.I.P. subscribers and their dependents.

Data in this bank includes: for solo registrations: name and address of physician/practitioner, license number, O.H.I.P. registration number, year of graduation and specialty, county location of practise; for group registrations name and address of clinic, lab or hospital group, O.H.I.P. registration number (group number), group type (private or hospital) and county location of practise.

Storage: On computer tape, alphabetical by name and numerical.

Individuals Listed: 34,602.

Retention Period: Destroy one year after practitioner's registration has terminated, or deceased.
For clinics and laboratories, destroy one year after establishment is dissolved or terminated.

Access: Information is available to the individual with the permission of either the Director, Operations Branch or Manager, O.H.I.P. Claims Services.

Enquiries: Manager,
O.H.I.P. Claims Services,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

O.H.I.P. CLINIC PRACTITIONER CENTRAL REGISTRY FILE

The information in this bank identifies all physicians and practitioners, both in province and out of province, who are registered with the plan and is used to assess claims and make payments for insured services rendered to O.H.I.P. subscribers and their dependents.

This bank includes: name and address of physician/practitioner, clinic, group or laboratory, license number, O.H.I.P. registration number, practice type (solo or group), group affiliations and practitioner type (physician, dentist, chiropractor).

Storage: On computer tapes alphabetical by name or numeric license or OHIP registration number.

Individuals Listed: 34,602.

Retention Period: Destroyed one year after practitioner is deceased or clinic ceases to be in operation.

Access: Information is available to the individual with the permission of either the Director, Operations Branch or Manager, O.H.I.P. Claims Services.

Enquiries: Manager,
O.H.I.P. Claims Services,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Operations Branch

GROUP/PRACTITIONERS REGISTRY CATALOGUE

This bank identifies registered practitioners and is used to verify the registration data when investigating patterns of practice and ensures that group practitioners are registered prior to payment of claims.

The information in this bank includes: name, address, effective date of registration, licence number, registration number, status of registration, speciality, group or solo practice and type of practice.

Storage: On microfiche, alphabetically by physician name and numeric by practitioner number.

Individuals Listed: 28,000.

Retention Period: Microfiche retained for the current year plus two years, then destroy. Security copy retained for seven years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Operations Branch,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Health Insurance Division Professional Services Branch

PHYSICIAN/PRACTITIONER DAILY PROFILE

This bank identifies Ontario Practitioners and is used to analyze practitioner's claim submission patterns.

Information in this bank includes: name, location and services paid to Ontario Practitioners with a reference to the fee schedule code and fee paid.

Storage: On microfiche, by physician/practitioner number.

Individuals Listed: 15,000.
Retention Period: 2 - 10 years then destroy.
Access: Information is available to the individual with the permission of the Director.
Enquiries: Director,
Professional Services Branch,
Health Insurance Division,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario.

Health Boards Secretariat

HEALTH DISCIPLINES BOARD

The information in this bank identifies practitioners and members of the public who were parties to reviews or hearings held under the authority of the Health Disciplines Board and includes decisions or complaints.

Individuals Listed: 776.
Retention Period: Current year and 5 years, then transfer to Archives.
Access: Information is not available to the individual.
Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.

DENTURE THERAPISTS APPEAL BOARD

This bank identifies individuals who were party to reviews or hearings of the Denture Therapists Appeal Board.

Storage: On paper, in file folders alphabetically by name of complainant.
Individuals Listed: 28.
Retention Period: Current year and 5 years, then transfer to Archives.
Access: Information is not available to the individual.
Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.
M7A 1R3

HEALTH SERVICES APPEAL BOARD

This bank identifies practitioners and subscribers to O.H.I.P. The Health Services Appeal Board holds hearings when decisions of the General Manager of O.H.I.P. are appealed by either health practitioners or by the public.

This bank includes judgements and the reasons for decisions.

Storage: On paper, in file folders, alphabetically by name of the applicant.
Individuals Listed: 137.
Retention Period: Current year and 5 years then transfer to Archives.
Access: Information is available to the individual. A search fee is charged.

Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.

HEALTH FACILITIES APPEAL BOARD

The information in this bank identifies individuals when the Director under the Ambulance Act or the Minister under the Private Hospitals Act or the Medical Officers of Health under the Public Health Act propose to refuse to issue a licence, propose to revoke, suspend or refuse to renew a licence.

Storage: On paper, in file folders, alphabetically by applicant name.

Individuals Listed: 42.

Retention Period: Current year and 5 years, then transfer to Archives.

Access: Information is available to the individual. A search fee is charged.

Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.

HOSPITAL APPEAL BOARD

The information in this bank identifies physicians whose hospital privileges have been denied, altered or revoked.

Storage: On paper, in file folders, alphabetically by name of the applicant.

Individuals Listed: 19.

Retention Period: Current year and 5 years, then transfer to the Archives.

Access: Information is available to the individual with the permission of the Executive Secretary, Health Boards Secretariat.

Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.

LABORATORY REVIEW BOARD

This bank identifies licensees of laboratories and contains information pertaining: to rejection of applications for laboratory licences, terms or conditions on licences which applicants challenge or to revoke licences.

Storage: On paper, in file folders, alphabetically by name of the applicant.

Individuals Listed: 5.

Retention Period: Current year and 5 years, then transfer to Archives.

Access: Information is available to the individual. A search fee is charged.

Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.

NURSING HOMES REVIEW BOARD

This bank identifies individuals who are licensees of nursing homes and identified licensees when a licence is revoked, not renewed, or there is a refusal to issue a licence to a Nursing Home.

Storage: On paper, in file folders, alphabetically by name of the applicant.

Individuals Listed: 3.

Retention Period: Current year and 5 years, then transfer to Archives.

Access: Information is available to the individual. A search fee is charged.

Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.

FUNERAL SERVICES REVIEW BOARD

This bank identifies individuals who are involved in reviews conducted by the Board in respect to the licensing of members and on complaints raised by either the public or members of the profession.

Storage: On paper, in file folders, alphabetically by name of the complainant.

Individuals Listed: 7.

Retention Period: Current year and 5 years, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Executive Secretary,
Health Boards Secretariat,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario.
M7A 1R3

Advisory Review Board

ADVISORY REVIEW BOARD RECORDS

The bank identifies patients under warrant of the Lieutenant Governor who were found to be not guilty by reason of insanity or unfit to stand trial under the criminal code. The information is used to formulate recommendations to the Ontario Cabinet relating to terms of custody and supervision and to conduct the business of the Board.

These files include: name, facility, age, sex, family background, employment history, court documents, criminal records, Lieutenant Governor's warrant, psychiatric assessment, transcripts, reports of the Board and Orders in Council.

Storage: On paper, in file folders, in file number order, chronologically, with an alphabetical cross reference by name and name of the psychiatric facility.

Individuals Listed: 330.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Chairman, Advisory Review Board.
Enquiries: Secretary, Advisory Review Board,
11th Floor, Hepburn Block,
Queen's Park, Toronto, Ontario. M7A 1R3

Finance and Administration Division
Finance and Accounting Branch
Central Accounting

EXTENDED CARE PROGRAM - TEMPORARY ELIGIBILITY FILE

This data bank identifies individuals who are qualifying for extended care insured services or awaiting admission to a licenced nursing home or home for the aged and is used to monitor the pre-admission status of individuals.

Data in this bank includes: name, O.H.I.P. number, birthdate, application number, date of doctor's assessment and residence location code.

Storage: On paper application forms, alphabetically by surname and on computer tape by application number.

Individuals Listed: 8,000.

Retention Period: 3 months then destroy, or transfer to Archives.

Access: Information is available to the individual with the permission of either the Manager or Assistant Manager of Central Accounting.

Enquiries: Assistant Manager,
Central Accounting,
880 Bay Street,
Toronto, Ontario. M7A 2B8

EXTENDED CARE PROGRAM - MASTERFILE OF RESIDENTS

This bank identifies individuals qualified for extended care insured services residing in a licenced nursing home or homes for the aged and is used for the calculation of maintenance charges and to provide statistical information.

The bank includes: name, O.H.I.P. number, birthdate, sex, home number and location, financial ability to pay co-payment, assessment history and medical diagnosis.

Storage: On forms and computer tapes, alphabetically by name and by O.H.I.P. number.

Individuals Listed: 42,000.

Retention Period: 3 months then destroy or transfer to Archives.

Access: Information is available to the individual with the permission of either the Manager or Assistant Manager of Central Accounting.

Enquiries: Assistant Manager,
Central Accounting,
880 Bay Street,
Toronto, Ontario.

HOMES FOR SPECIAL CARE PROGRAM

A record in this bank identifies individuals residing in a nursing or residential home that is licenced to provide special care to former provincial psychiatric hospital patients.

The information is used to calculate the payments for maintenance charges, prepare the billing of receivables to the public trustee and to determine allowances under the F.B.A. Act.

Information in this bank includes: resident account number, name, O.H.I.P. number, birthdate, sex, home number and location, marital status, public trustee number and FBA number.

Storage: On forms and computer tape by resident number and by name.

Individuals Listed: 7,000.

Retention Period: Six years, then destroy.

Access: Information is available to the individual with the permission of either the Manger or Assistant Manager of Central Accounting.

Enquiries: Assistant Manager,
Central Accounting,
880 Bay Street,
Toronto, Ontario.

Supply and Services Branch

OMBUDSMAN CASE FILES

This bank identifies complaints to the Office of the Ombudsman involving the Ministry of Health and is used to record the progress of all investigations conducted by the Ombudsman pertaining to the Ministry of Health.

The information in this bank includes: correspondence between the Office of the Ombudsman and senior personnel of the Ministry of Health. Categories of complaints include the Health Professions (including complaints regarding the care and treatment of patients by health professionals), confidentiality (including Ministry refusal to disclose information), Employer/employee relations within the Ministry (an employee either present or former contacts the Ombudsman to file a grievance against the Ministry), complaints by either the patients themselves or members of patients families concerning the quality of care being provided by laboratorties, ambulance services, public hospitals, nursing homes and O.H.I.P.

Individuals Listed: 280.

Retention Period: 10 years after the case is finalized then destroy.

Access: Information is not available to the individual.

Enquiries: Supervisor, Central Registry,
7th Floor, Hepburn Block,
Queen's Park, Toronto Ontario. M7A 1R3

PSYCHIATRIC PATIENT CORRESPONDENCE FILE

The information in this bank identifies individuals who have been admitted to a psychiatric hospital and is used to determine the patient's response to treatment and his/her ability to be returned to the community or be transferred from a psychiatric hospital to a boarding-out home.

The information in this bank includes: name of patient, name and location of facility where patient is receiving treatment, Lieutenant Governor's Warrant and correspondence relating to the treatment and subsequent progress of the patient towards recovery.

Storage: On paper, in file folders, alphabetically by patient name.

Individuals Listed: 1200.

Retention Period: Information is not available to the individual.

Access: Information is not available to the individual.

Enquiries: Supervisor, Central Registry,
7th Floor, Hepburn Block,
Queen's Park, Ontario.

Medical Review Committee

PHYSICIANS FILES

The information in this bank identifies physicians referred to the Medical Review Committee as specified in Section 22 of the Health Insurance Act. The information in this bank is used to verify medical necessity of visits or operations and to check adherence to the accepted medical standard of practice.

The information in this bank includes: physician's name, letters from the General Manager of O.H.I.P., the Director and Chief Analyst of the Professional Services Branch, charts of claims paid by O.H.I.P., inspection report, patient records, physician's profile, daily distribution of services, detailed claims analysis, patient claims analysis, claim cards and microfilmed claim cards.

Storage: On paper, in file folders, alphabetically by physician's name.

Individuals Listed: 15,000.

Retention Period: 1 month to 7 years, then destroy.

Access: Information is available to the individual.

Enquiries: Medical Review Committee,
Colleges of Physicians and Surgeons of Ontario,
64 Prince Arthur Avenue,
Toronto, Ontario.

PRACTITIONERS CATALOGUES

This bank identifies physicians and practitioners and is used to search addresses to verify physician's identity and O.H.I.P. billing number.

The information stored in this bank includes: physicians addresses, O.H.I.P. billing numbers, clinics associated with, O.H.I.P. number, billings option and type.

Storage: On microfiche by physician's name and O.H.I.P. billing number.
Individuals Listed: 15,000.
Retention Period: One year after clinic terminated, or one year after practitioner's registration has ceased, or practitioner is deceased.
Access: Information is available to the individual.
Enquiries: Medical Review Committee,
The College of Physicians and Surgeons of Ontario,
64 Prince Arthur Avenue,
Toronto, Ontario. M5R 1B4

CLAIMS REFERENCE FILE

The information in this bank identifies Ontario Health Insurance Plan subscribers and their dependents and is used to determine the payment(s) made to the physician as a result of the services rendered.

The information in this bank includes: patient's name, and name of the physicians seen by patient.

Storage: On paper, and on microfiche, by patient's O.H.I.P. number.
Individuals Listed: Estimate not available.
Retention Period: 7 years, then destroy.
Access: Information is not available to the individual.
Enquiries: Medical Review Committee,
College of Physicians and Surgeons of Ontario,
64 Prince Arthur Avenue,
Toronto, Ontario. M5R 1B4

DAILY DISTRIBUTION OF SERVICES REPORT

The information in this bank identifies physicians and is used to review the claims paid to physicians for the daily services provided during a particular month.

The information in this bank includes: patient's name and frequency of visits.

Storage: On microfilm by physician's O.H.I.P. billing number.
Individuals Listed: 15,000.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: Medical Review Committee
College of Physicians and Surgeons of Ontario,
64 Prince Arthur Avenue,
Toronto, Ontario. M5R 1B4

Chiropractic Review Committee

CHIROPRACTIC REVIEW COMMITTEE FILES

This bank identifies chiropractors referred by the General Manager of OHIP for various concerns relating to practice. The information stored in this bank is used to determine if the practitioner is overbilling OHIP.

The information stored in this bank includes name, address, practitioner number and referral information from the General Manager of OHIP.

Storage: On paper, in file folders.
Individuals Listed: Estimate not available.
Retention Period: Not scheduled.
Access: Information is available to the individual.
Enquiries: The Secretary,
Chiropractic Review Committee,
40 Alexander Street, Suite 1012,
Toronto, Ontario.

Royal College of Dental Surgeons

DENTISTRY REVIEW COMMITTEE

This data bank identifies practitioners referred by the General Manager of O.H.I.P. and is used to document the investigation of dentists.

The information in this bank includes: patient's name, patient's OHIP number, dentist's name and address, hospital name and anaesthetists name.

Storage: On paper, in files, alphabetically by name of the practitioner.
Individuals Listed: 15.
Retention Period: Not scheduled.
Access: The information is not available to the individual.
Enquiries: Secretary,
Dentistry Review Committee,
230 St. George Street,
Toronto, Ontario. M5R 2N5

Optometry Review Committee

OPTOMETRY REVIEW COMMITTEE FILES

The information stored in this bank pertains to optometrists referred to the Optometry Review Committee and is used to formulate recommendations to the general manager of O.H.I.P. with respect to referred members.

The information in this bank includes: name of patient, sex, address, name of optometrist, name of practitioner and office address.

Storage: In file folders, alphabetically by name.
Individuals Listed: 64.
Retention Period: Not scheduled.
Access: Information is not available to the individual.
Enquiries: Executive Secretary, Optometry Review Committee,
908-240 St. Clair Avenue West,
Toronto, Ontario. M4V 1M2

Chiropody Review Committee

CHIROPODY REVIEW COMMITTEE FILES

This data bank identifies individuals who are podiatrists registered with OHIP.

The information is used to recommend to the General Manager of OHIP the recovery or the non-recovery of funds alleged to be overbilled to O.H.I.P.

The information stored in this bank includes: name of patient, OHIP number, sex, physician's name, podiatrist's name.

Storage: On paper, in file folders.

Individuals Listed: 50.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Executive Secretary, Chiropody Review Committee,
1 Sparks Street,
Willowdale, Ontario. M2H 2W1

Board of Review, Northwestern Region

MENTAL HEALTH FILES

A record in this bank identifies applicants for review under the Mental Health Act.

The information stored in this bank includes: name of the applicant, address, and in cases where counsel is requested, the name and address of the lawyer.

Storage: On paper, in file folders by name of patient.

Individuals Listed: 80.

Retention Period: 10 years.

Access: Information is available to the individual.

Enquiries: Chairman, Board of Review,
Northwestern Region
390 Bay Street,
Sault Ste. Marie, Ontario. P6A 1X2

Eastern Region, Northwestern Region, Northeastern Region,
Central Region and Western Region

PSYCHIATRIC REVIEW BOARD FILES

A record in this bank identifies psychiatric patients who have applied for a review. The information is used as reference in the event that a patient applies for a subsequent review.

The information stored in this bank includes: applicant's name, sex and name of lawyer.

Storage: On paper application forms, in file folders.

Individuals Listed: 1,597 for one region.

Retention Period: Not scheduled.

Access: Information not available to the individual.

Enquiries: To each of the Chairman of the above listed
Boards and The Executive Secretary,
Health Board's Secretariat,
Room SW-1175 Hepburn Block,
Queen's Park, Ontario.
Provincial Chest Clinic

Thunder Bay, Timmins, Kirkland Lake, Elliot Lake, Sudbury
and North Bay

MINERS' MEDICAL RECORDS

This bank identifies miners who are exposed to silica in the course of their employment and is used to assist in the processing of Workmen's Compensation Board claims.

The information stored in this bank includes: miner's name, and miner's certificate number and a record of the miner's medical history providing information on diagnosis and treatment.

Storage: On X-ray films, paper, and cards by miner's
surname and numeric by miner's certificate number.

Individuals Listed: Not determined.

Retention Period: 35 years then destroy, subject to
Archival selection.

Access: Information is not available to the individual.

Enquiries: Physicians-in-Charge, Provincial Chest Clinics.

Health Programs Division
Public Health Branch
Chest Disease Service
Special Services Section

REPORT OF OUTPATIENT TUBERCULOSIS CASES AND TREATMENT-STATISTICS CANADA

The information in this bank pertains to individuals infected with tuberculosis and is used to prepare Statistics Canada reports as required by Federal Legislation.

The contents of this bank include: name, sex, residence, marital status, birthdate, country of birth, year of arrival in Canada, details of diagnosis, previous chemotherapy/vaccinations, bacillary status and relevant medical history.

Storage: On paper forms, by tuberculosis register number
and year of notification.

Individuals Listed: 10,000.

Retention Period: 10 years then destroy.

Access: The information is not available to the individual.

Enquiries: Physician-in-Charge,
Special Services,
Chest Disease Services,
2nd Floor, 880 Bay Street,
Toronto, Ontario.

CLINIC/PHYSICIAN REPORTS - TUBERCULOSIS
OUTPATIENT DRUG TREATMENT

This bank indentifies patients on chemotherapy who are being treated for tuberculosis and is used to update the Ontario Tuberculosis Register and to evaluate the effectiveness of the Ministry's program for tuberculosis prevention and treatment.

The information in this bank includes: reports from hospitals and private physicians and specialists regarding patients on treatment for tuberculosis, detailing: name, address, sex, date and birth place, year of arrival in Canada, occupation, relevant medical history, nature of disease/contacts, treatment, bacillary status, drug reactions, dates of admission/discharge and medical history.

Storage: On paper, in files, alphabetical by name and by year of last activity.

Individuals Listed: 100,000.

Retention Period: 30 years from the date of last activity, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Physician-in-Charge,
Special Services Section,
880 Bay Street,
Toronto, Ontario.

TUBERCULOSIS INSTITUTION ADMISSION AND SEPARATION CARDS

The information in this bank identifies individuals treated in sanatoria for tuberculosis and is used to update the Ontario Tuberculosis register card and for answering enquiries from clinics, hospitals, laboratories and medical officers of health.

The information in this bank includes: case number, name and location and institution, name and address of patient, sex, country of birth, occupation, medical history, date of admission/separation and health on discharge.

Storage: On cards, alphabetical by patient name.

Individuals Listed: Estimate not available.

Retention Period: 30 years from the date of last activity, then transfer to Archives.

Access: The information is not available to the individual.

Enquiries: Physician-in-Charge,
Chest Disease Service,
880 Bay Street,
Toronto, Ontario.

IMMIGRATION MEDICAL SERVICES TUBERCULOSIS AND CHEST DISEASE
RECORD

The information in this bank identifies immigrants with abnormal chest x-rays and is used to assist medical officers of health in their surveillance of patient's with abnormal chest findings or tuberculosis.

The information in this bank includes: patient's name, address, birthdate, country of origin, diagnosis and recommendation and immigrant file number and date.

Storage: On cards, alphabetical by patient's name and year of entry to Canada.
Individuals Listed: 300 - 1,000.
Retention Period: 2 years then destroy.
Access: The information is not available to the individual.
Enquiries: Physician-in-Charge,
Chest Disease Service,
880 Bay Street,
Toronto, Ontario.

ONTARIO TUBERCULOSIS REGISTER

This bank identifies individuals infected with tuberculosis disease and is used to maintain a statistical profile of the disease in Ontario.

The information in this bank includes name, address, sex, marital status, occupation, OHIP number, physician treating TB case, diagnosis, history of tuberculosis/contact and facts relevant to this treatment, bacteriology and known close contacts.

Storage: On cards, by patient name, registry number and year of last activity.
Individuals Listed: 100,000.
Retention Period: 30 years from date of last activity, then transfer to Archives.
Access: Information is available to the individual.
Enquiries: Physician-in-Charge,
Chest Disease Service,
880 Bay Street,
Toronto, Ontario.

NOTIFICATION OF TUBERCULOSIS

This bank identifies patients diagnosed to have tuberculosis. Information stored in this bank is used to update the Ontario Tuberculosis Register and to provide the Public Health Branch with the number of tuberculosis cases within a particular district.

The information is also used to organize program activities for T.B. control.

The information stored in this bank includes reports from hospital and private physicians and specialists regarding patients on treatment for tuberculosis and preventive chemotherapy, detailing: name, address, sex, date and place of birth, origin, year of arrival in Canada, occupation, relevant medical history, nature of disease/contact, treatment, bacillary status, drug reactions, dates of admission/discharge and reason, medical history.

Storage: Paper forms, alphabetically by patient's name and by year of notification.
Individuals Listed: 5,000.
Retention Period: 30 years from the date of last activity, then transfer to Archives.
Access: Information is not available to the individual.

Enquiries: Physician-in-Charge,
Chest Disease Service,
880 Bay Street,
Toronto, Ontario.

PATIENTS - FOREIGN BORN - ACTIVE TUBERCULOSIS

A record in this bank identifies foreign born patients with active tuberculosis. The information stored in this bank is used to assist in the assembling of statistics for "Tuberculosis In Ontario" and to answer enquiries from Ministry Physicians and Medical Officers of Health.

Information stored in this bank includes: names and addresses of immigrant patients, sponsor or next of kin, patient's birthdate, marital status and country of origin, date (yr) of patient's arrival in Canada/Ontario.

Storage: Index cards, alphabetically by patient's name.

Individuals Listed: 1,500.

Retention Period: 2 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Physician-in-Charge,
Chest Disease Service,
880 Bay Street,
Toronto, Ontario.

LABORATORY AND TUBERCULOSIS SENSITIVITY REPORT ON T.B.
PATIENTS

This bank identifies patients believed to have tuberculosis or similar infections. The information stored in this bank is used to, a) record the patients bacillary status and drug sensitivity/drug resistance to the organisms on the Ontario Tuberculosis Register card, b) to assist in treating active cases of tuberculosis, c) to identify organisms and d) to facilitate the preparation of the official Notification and Tuberculosis Treatment Report.

Information stored in this bank includes: patient name, address of patient/physician/hospital and laboratory, type of specimen, date received and tested, biochemical and cultural studies undertaken, remarks confirming laboratory findings, including the sensitivity of the organisms to drugs in vitro.

Storage: Paper forms, alphabetically by patient's name and by year of notification.

Individuals Listed: 2,000.

Access: Information is not available to the individual.

Enquiries: Physician-in-Charge,
Special Services Section,
Chest Disease Service,
880 Bay Street,
Toronto, Ontario.

Health Program Division
Programs Development Branch

HEALTH SERVICE ORGANIZATIONS - ROSTER REIMBURSEMENT SYSTEM
AND PHYSICIAN'S DAY SHEET REPORT

The information in this bank identifies roster members in Health Service Organizations and Health Centres and is used to administer the payments to these organizations under O.H.I.P. and to monitor roster membership.

The information in this bank includes: name, birthdate, sex, O.H.I.P. number, O.H.I.P. eligibility, enrollment date, termination date and document identification.

Storage: On paper, computer printout and computer tapes by name, O.H.I.P. number, birthdate and sex.

Individuals Listed: 150,000 in Health Service Organizations and 33,000 in Health Centres.

Retention Period: 6 years, 7 months then destroy.

Access: Information is available to the individual.

Enquiries: Director or Project Development Officer,
Program Development Branch or Program Advisory Branch,
6th Floor, 15 Overlea Blvd.,
Toronto, Ontario.

SURVEILLANCE OF CONGENITAL ANOMALIES IN ONTARIO

The information in this bank identifies infants born in Ontario with congenital anomalies and is used to analyze and monitor the variances in these anomalies based on there incidence, variance of incidence and regional or county variation.

The information in this bank include: name, sex, birhtdate, place of birth, residence, serical number and description of congenital anomalies at birth.

Storage: On computer printout, quarterly and by year.

Individuals Listed: 1,300 per annum.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Chief, Family Health,
Program Advisory Branch,
6th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Health Programs Divison
Program Advisory Branch

MATERNAL WELFARE COMMITTEE

The information identifies women who died in Ontario during pregnancy or up to 90 days after delivery and is used to study maternal deaths and publish anonymous case studies.

The information in this bank includes: name, age, date of death, place of death, address of residence, obstetrical history, cause of death, physician's name and hospital's name and treatment received.

Storage: Lists and case files by number.
Individuals Listed: 250.
Retention Period: Not scheduled.
Access: Not applicable.
Enquiries: Chief,
Family Health Program Advisory Branch,
6th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Program Advisory Board

NEWBORN SCREENING PROGRAM FOR INBORN ERRORS OF METABOLISM

This bank identifies infants born in Ontario who are tested and found to have either phenylketonuria (PKU) or hypothyroidism and is used to identify infants with these diseases and to monitor the treatments and maintain a record of incidence.

Data stored includes: name, birthdate, hospital of birth, sex, address of residence, diagnosis of disease and treatment provided and centre where treatment provided.

Storage: On lists and cards by disease, by incidences rates/name.
Individuals Listed: 208.
Retention Period: Not scheduled.
Access: Information is not available to the individual.
Enquiries: Chief,
Family Health Program Advisory Branch,
6th Floor, 15 Overlea Blvd.,
Toronto, Ontario . M4H 1A9

Health Programs Division,
Public Health Branch
Chest Disease Service
Local Chest Clinics

CHEST DISEASE PATIENT RECORDS/INDEX

This bank identifies patients and the information is used to assist in diagnosis and treatment and to provide information for research studies.

The information includes: patient name, address, age, chart number, dates examined, as well as the chest clinic report, the initial outpatient drug report, the final patient report, the prescriptions and treatment record.

Storage: Paper in envelopes, index cards and on microfilm by patient name and number.
Individuals Listed: Estimate not available.
Retention Period: 40 years, then transfer to Archives.
Access: Information is not available to the individual.
Enquiries: Physician-in-Charge,
Local Chest Clinic.

CHEST CLINIC REPORTS, STATISTICAL DIAGNOSIS RECORDS

This bank identifies patients who have been examined for chest disease and is used to provide statistical data for preparation of the branch annual report.

The information in this bank includes: patient name, address, birthdate, sex, marital status, occupation and place of employment as well as the address of the Provincial Chest Clinic and the results of the tests in the form of x-rays, laboratory test results and interview examinations.

Storage: In envelopes, alphabetically by patient name and number.

Individuals Listed: Estimate not available.

Retention Period: One year, then destroy.

Access: Information is not available to the individual.

Enquiries: Physician-in-Charge,
Local Chest Clinic.

LABORATORY SPUTUM REPORT TUBERCULOSIS -NEGATIVE RESULTS

This bank identifies patients with negative tuberculosis tests and is used to assist in diagnosis and treatment and for updating the medical history chart.

The information includes: laboratory number, name and address of patient, type of specimen, microscopic examination of concentrated sediment, tuberculosis culture and remarks.

Storage: On charts, by number and patient's name.

Individuals Listed: Estimate not available.

Retention Period: 3 months then destroy.

Access: Information is not available to the individual.

Enquiries: Physician-in-Charge,
Local Chest Clinic.

CHEST DISEASE SCREENING X-RAY FILMS/TUBERCULIN TEST REPORTS/INDEX

This bank identifies patients who have had tuberculin tests and is used to initiate tuberculin tests and to notify physicians and other interested parties of the results in order to begin medical treatment.

The data this bank includes: patient name, address, sex, age, name and address of physician, reason for examination, tuberculin test results, diagnosis, name of the chest clinic, date and number of x-rays.

Storage: On paper forms and x-ray film, in envelopes by film number.

Individuals Listed: Estimate not available.

Retention Period: 3 years then destroy.

Access: Information is not available to the individual.

Enquiries: Physician-in-Charge,
Local Chest Clinic.

Toronto Chest Clinic

PRIVATE PHYSICIANS DRUG PROGRAM - PATIENT RECORDS

This bank identifies patients to whom drugs have been dispensed by the chest clinic and is used to answer questions regarding the treatment of the patient and to evaluate the patient's progress.

The information in this bank includes: patient's name, address, doctor's name and address, OHIP number, occupation, place of employment, marital status, sex, birthdate, and country of birth.

Storage: On paper, in files, alphabetically by patient's name.

Individuals Listed: Estimate not available.

Retention Period: 20 years then destroy.

Access: Information is not available to the individual.

Enquiries: Physician In Charge,
Toronto Chest Clinic,
880 Bay Street, 2nd Floor,
Toronto, Ontario.

CHEST DISEASE SERVICE/ABNORMAL X-RAYS

This bank identifies patients who have been examined clinically for chest abnormalities and is used for diagnostic and follow-up purposes.

The information in this bank includes: patient's name, x-ray number, chart number and the chest x-ray film.

Storage: X-Ray film in envelopes, chronologically by number and patient name.

Individuals Listed: Estimate not available.

Retention Period: 25 years then destroy.

Access: Information is not available to the individual.

Enquiries: Physician In Charge,
Chest Clinic,
880 Bay Street, 2nd Floor,
Toronto, Ontario.
Information Systems Division

Data Development and Evaluation Branch

IN-PATIENT PSYCHIATRIC FORM

This bank identifies in-patient's in all psychiatric hospitals and in psychiatric units of general public hospitals and is used to monitor trends in patient movement and morbidity studies, as well as for the hospital statistics publication.

The information in this bank includes: facility number, sex, age, birthdate, case number, residence, date of admission, marital status, education, source of referral, method of admission, transfer-in date, previous psychiatric admission, diagnosis on admission, transfer-out date, disposition, diagnosis or separation, cause of death and date of separation.

Storage: On paper forms and computer tapes by facility number and case number.

Individuals Listed: 54,000

Retention Period: 5 years, then destroy.

Access: Not determined.

Enquiries: Director,
Data Development & Evaluation Branch,
4th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Institutional Division
Institutional Planning Branch
X-Ray Inspection Service

APPLICATION FOR REGISTRATION OF OWNERSHIP OF X-RAY MACHINES

This bank identifies owners of x-ray equipment being used by prescription to x-ray human patients. The information stored in this bank is used to plan inspection of facilities.

Contents of this bank include: completed application forms for ownership registration of x-ray machines giving the following details, registration number, owner's name, address, address, telephone number, name, address and telephone number of owner on premises, nature of business, number of x-ray machines owned, number of x-ray workers involved and number of movable x-ray machines.

Storage: On paper forms, numerically by registration number.

Individuals Listed: 5,000.

Retention Period: 25 years, then destroy.

Access: Information is available to the individual.

Enquiries: Administrative Assistant,
X-Ray Inspection Service,
7 Overlea Blvd., 3rd. Floor,
Toronto, Ontario.

Laboratory Services Branch

LABORATORY SPECIMEN SHEETS

The information in this bank identifies in-patients and out-patients and members of the public and is used to assist in documenting the epidemiology of communicable diseases and to assess the appropriateness of laboratory examinations.

The information in this bank include: name, address, birth date, sex, health, medical history, employment history, family details and physician's name.

Storage: On sheets, alphabetically by name or doctor's name.

Individuals Listed: 100,000 per year.

Retention Period: 2 years then destroy.

Access: Information is not available to the individual.

Enquiries: Director,
Laboratory Services Branch,
81 Resources Road,
Rexdale, Ontario.

Specimen Collection Centres

HOSPITALS AND PRIVATE LABORATORIES LICENSING FILES

The information in this bank identifies professional and technical staff employed in hospital laboratories, private laboratories and specimen collection centres and is used to ensure compliance with legislation.

The information in this bank include: name, position held, working hours per week, degree or certificate held, place of graduation, years of related experience and speciality.

Storage: On paper, in file folders, by laboratory licence number.

Individuals Listed: 8,000.

Retention Period: 13 years, then destroy.

Access: Information is available to the individual.

Enquiries: Chief,
Laboratory Inspection Services,
Laboratory Services Branch,
3rd Floor, 7 Overlea Blvd.,
Toronto, Ontario.

Psychiatric Hospitals Branch

NURSING AND RESIDENTIAL HOME RECORDS, HOMES FOR SPECIAL CARE PROGRAM

This bank identifies persons who have been licenced or approved by the Ministry of Health to operate nursing or residential homes under the Homes For Special Care Program. The information stored in this bank is used to determine the suitability of individuals for initial licencing and re-licencing.

Contents of this bank includes: name, address, telephone number, health, family details, family income, character, attitudes, abilities, performance evaluations and personal references.

Storage: On paper, in file folders and computer print out by name and home licence number.

Individuals Listed: 530.

Retention Period: 10 years, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Co-Ordinator,
Homes For Special Care,
3rd Floor, 7 Overlea Blvd.,
Toronto, Ontario.

RAW PSYCHOLOGICAL DATA

This bank identifies patients and is used to provide information on the overall psychological condition of patients prior to treatment and for monitoring a patients' psychological progress.

The information stored in this bank includes: name and assessment data, e.g. intelligence quotient tests, personality tests, neuro-psychological and vocational test and the patients' psychological reports.

Storage: On paper, by patients' name and type of assessment service.

Individuals Listed: Estimate not available.

Retention Period: 35 years, then destroy.

Access: Information is available to the individual.

Enquiries: The Director,
Queen Street Mental Health Centre,
1001 Queen Street, Toronto, Ontario.

Institutional Health Services
Psychiatric Hospitals Branch
Queen Street Mental Health Centre

HOSPITAL PATIENTS' REGISTER

This bank identifies patients and is used to record information required by the Public Hospitals Act for each patient admitted.

The information stored in this bank includes: date of admission, casebook number, patient's name, sex, age, documentation, ward and unit, date of last discharge and name of admitting doctor.

Storage: On paper, by date.

Individuals Listed: 35,000 for the Queen Street Mental Health Centre.

Retention Period: 50 years, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: The Director,
Clinical Records Service
Queen Street Medical Centre,
1001 Queen Street,
Toronto, Ontario.

Psychiatric Hospitals Branch
Queen Street Mental Health Centre

PRESCRIPTION RECORDS

This data bank identifies patients and is used to maintain a drug history.

The information stored in this bank includes: prescription name, patient's name and casebook number, type and quantity of drug issued, doctor's signature and date and time of issue.

Storage: On paper and cards, by patient's name and prescription number.

Individuals Listed: Estimate not available.

Retention Period: 6 years after date of last activity, then destroy.

Access: Information is available to the individual with the permission of the Chief Pharmacist.

Enquiries: Chief Pharmacist,
Queen Street Mental Health Centre,
1001 Queen Street,
Toronto, Ontario.

PATIENTS' X-RAY FILMS

The information stored in this bank identifies both patients and employees and is used for diagnostic evaluations of patients.

The information stored in this bank is composed of films of areas X-rayed.

Storage: On film by name.
Individuals Listed: Approximately 15,000.
Retention Period: 20 years after date of last activity then
destroy.
Access: Information is not available to the individual.
Enquiries: The Director,
Research and Clinical Laboratories,
Queen Street Mental Health Centre,
1001 Queen Street,
Toronto, Ontario.

PSYCHIATRIC PATIENTS' FILES AND INDEX CARDS

A record in this bank identifies patients and is used to provide a complete record of treatment and progress.

The information stored in this bank includes: name of patient, sex, date of birth, address, casebook number, present location, medical history, financial status, dates of admission, medical and psychiatric information, related correspondence and nurses' notes.

Storage: On paper and cards.
Individuals Listed: 55,000.
Retention Period: 20 years after date of last activity,
then transfer to Archives.
Access: Information is not available to the individual.
Enquiries: The Director, Clinical Records Services,
Queen Street Mental Health Centre,
1001 Queen Street,
Toronto, Ontario.

PATIENTS' DENTAL RECORDS

A record in this bank identifies patients requiring dental services. The information is used to provide a complete history of dental treatments and for follow-up purposes.

The information stored in this bank includes: patient's name, casebook number, sex, dental history, medical information, dates of services rendered and X-ray films.

Storage: On cards and X-ray films, alphabetically by patient's name.
Individuals Listed: 5,000.
Retention Period: 20 years after the date of last activity,
then destroy.
Access: Information is not available to the individual.
Enquiries: The Dental Officer.
Queen Street Mental Health Centre.
1001 Queen Street,
Toronto, Ontario.

PAYROLL SHEETS - INDUSTRIAL THERAPY

This bank identifies patients attending industrial therapy and is used to calculate patients' earnings and to provide information for pin money ledger adjustments.

The information stored in this bank includes: payroll sheets, patients' name, earnings, deductions, net pay and patients' signature.

Storage: On paper, chronologically by month.
Individuals Listed: Estimate not available.
Retention Period: 6 years.
Access: Information is not available to the individual.
Enquiries: Financial Officer,
Queen Street Mental Health Centre,
1001 Queen Street,
Toronto, Ontario.

PATIENTS' FINANCIAL FILES

This bank identifies patients and is used to provide information on the financial status of patients.

The information in this bank includes: requisitions, debit slips and statements for patients' pin money, copies of pin money receipts, vendors receipts and signing authority for pin money public trustee accounts.

Storage: On paper and cards by patients' name.
Individuals Listed: Estimate not available.
Retention Period: 10 years after the date of last activity,
then destroy.
Access: Information is not available to the individual.
Enquiries: The Financial Officer,
Queen Street Mental Health Centre,
1001 Queen Street,
Toronto, Ontario.

PATIENTS' ELECTROENCEPHALOGRAMS

A record in this bank identifies patients and is used for diagnostic evaluation and comparison in the course of treating patients.

The information stored in this bank includes: patient name, number and graphic representations of brain or central nervous system activity.

Storage: Continuous tracings by a patient's name and number.
Individuals Listed: Estimate not available.
Retention Period: 20 years after date of last activity,
then destroy.
Access: Information is not available to the individual.
Enquiries: The Director of Research and Clinical
Laboratories,
Queen Street Mental Health Centre,
1001 Queen Street,
Toronto, Ontario.

Institutional Health Services
Ambulance Services Branch

PROPOSALS FOR AMBULANCE OPERATIONS

This bank identifies individuals who have made submissions to operate ambulance services and is used to document the agreements and as a reference base for subsequent inspections.

The information in this bank includes: name, age, education background, work experiences record and references.

Storage: On paper, in files, by name of municipality of the applying ambulance service.

Individuals Listed: 27.

Retention Period: 25 years, after individual service ceases to operate, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Chief,
Public Health Nursing Service,
Public Health Branch,
Health Programs Division,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

LAND AND AIR CLAIMS

This bank identifies individuals who have requested refunds for the use of out of province land ambulances and the use of the air ambulance service and is used to determine the medical necessity for the use of these ambulance services.

This bank includes: patient's name, address, personal medical information and reasons for use of the ambulance.

Storage: On paper, in file folders, by patient name or name of hospital and air carrier.

Individuals Listed: 100,000.

Retention Period: 10 years.

Access: Information is available to the individual with the approval of the Legal Branch of the Ministry of Health.

Enquiries: Assistant Director,
Ambulance Services Branch,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

INSPECTION FILES

The information in this bank identifies establishments or persons who may have contravened the Ambulance Act and is used to formulate recommendations regarding fraud charges, dismissal of attendants, the removal of administrators of Ambulance Services and to prepare letters of reprimand.

The information in this bank includes: name, address, of ambulance operation, and names of drivers and attendants with records of midsemeanors.

Storage: On paper, in files and on magnetic tape, by the name of the service.

Individuals Listed: 534.

Retention Period: 2 years after an individual Ambulance Service ceases operation.

Access: Information is available to the individual if a court order has been obtained.

Enquiries: Assistant Director,
Ambulance Services Branch,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

CALL REPORTS AND DISPATCH REPORTS

The information in this bank identifies patient's who have been transported by an ambulance and is used to determine the effectiveness of ambulance service operations; assist in the placement of stations for optimum efficiency and to determine current and future hospital utilization of ambulances.

The information in this bank includes: name, address of ambulance service, patient's name, address, origin and destination of call, nature and cause of injury or illness, emergency care rendered by ambulance attendants, and condition of patient on arrival, identity of ambulance crew and amount charged for patient's portion of bill.

Storage: On paper, in file folders, by call number.

Individuals Listed: 625,000 annually.

Retention Period: 10 years, then destroy.

Access: The information is available to the individual with the permission of the Assistant Director.

Enquiries: Assistant Director,
Ambulance Services Branch,
7th Floor, 7 Overlea Blvd.,
Toronto, Ontario.

Institutional Division
Institutional Operations Branch

PATIENTS' MEDICAL RECORDS - CLOSED PRIVATE HOSPITALS

A record in this bank identifies patients and is used by the medical staff of other hospitals.

The information stored in this bank includes: patient's name, medical drug records and written records of medical history and nurses notes related to the patient.

Storage: On paper, by hospital name and by patient's name.

Individuals Listed: 429.

Retention Period: 5 years then destroy.

Access: Information is not available to the individual.

Enquiries: Director,
Institutional Operations Branch,
7th Floor,
15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Institutional Division
Institutional Operations Branch
Nursing Home Inspection Service

INCIDENT REPORTS

This bank identifies residents of nursing homes and is used for statistical purposes.

The information in this bank includes: name of resident, nature of injury, medication or treatment error, and reports which describe the nature of the disease or incident.

Storage: On paper, in file folders, alphabetically by name of nursing home and date of incident.
Individuals Listed: Estimate not available.
Retention Period: 2 years then destroy.
Access: Information is not available to the individual.
Enquiries: Chief or Administrative Assistant,
Nursing Home Inspection Service,
3rd Floor, 7 Overlea Blvd.,
Toronto, Ontario.

NURSING HOME LICENCE FILES

The information in this bank identifies licensees of nursing homes and is used as a record of issuance of licences and for the collection of fees.

The information in this bank includes: name and address of licensee and the address of the nursing home.

Storage: On paper, by licence number.
Individuals Listed: 350.
Retention Period: 10 years after closure of Nursing Home.
Access: Information is available to the individual.
Enquiries: Administrative Assistant,
Nursing Home Inspection Service,
3rd Floor, 7 Overlea Blvd.,
Toronto.

COMPLAINTS REGISTER

The information in this bank identifies residents and personnel of nursing homes, and is used for statistical purposes.

The information in this bank includes: date and name of nursing home, name of complainant, nature of complaint, date given to inspector, date of investigation, name of inspector and results.

Storage: On paper, by date of complaint.
Individuals Listed: 295.
Retention Period: 1 year then destroy.
Access: Information is available to the individual with the permission of the Chief of Service.
Enquiries: Chief or Administrative Assistant,
Nursing Home Inspection Service,
3rd Floor, 7 Overlea Blvd.,
Toronto, Ontario.

RESIDENTS' FILES - CLOSED NURSING HOMES

A record in this bank identifies discharged or deceased residents and is used for reference in case of inquiry or prosecution.

The information stored in this bank includes: patient's name, the medical records of the residents confirming: medical history, examinations and diagnosis, doctor's orders and progress notes, billing and accounting information.

Storage: On paper, by patient's name and by nursing home name.

Individuals Listed: Estimate not available.
Retention Period: Destroy either 5 years after deceased or
20 years after discharge.
Access: The information is available to the individual with
the permission of the Chief of the Nursing Home
Inspection Services.
Enquiries: The Chief,
Nursing Home Inspection Service,
3rd Floor, 7 Overlea Blvd.,
Toronto, Ontario. M4H 1A8

Health Programs Division
Program Advisory Branch

BURSARIES - PUBLIC HEALTH DENTISTRY

This bank identifies Ontario dental students applying for a bursary to provide return of service in Northern Ontario and is used to decide whether an applicant is eligible for a dental bursary.

The information in this bank includes: name, address, telephone number, citizenship, social insurance number, age, birthdate, Ontario residence, sex, educational attainment and academic records.

Storage: On paper, alphabetically by name and social insurance number.

Individuals Listed: 45.

Retention Period: 6 years after return of service or repayment of monies.

Access: Information is available to the individual.

Enquiries: Senior Dental Consultant,
Programs Advisory Branch,
6th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

UNDERSERVED AREA PROGRAMS DOCTORS' CASE FILES

This bank identifies physicians who have contacted the program regarding the provision of medical services to underserved areas and is used assess applications for this program.

Information in this bank includes: address, phone numbers, curriculum vitae, personal information credit ratings, medical history, citizenship and employment history.

Storage: On paper, in file folders, alphabetically by name.
Individuals Listed: 600.

Retention Period: 10 years after the doctor has left the program, then destroy.

Access: Information is not available to the individual.

Enquiries: Secretary to the Program Manager,
Underserved Areas, Program Advisory Branch,
Program Advisory Branch,
6th Floor, 15 Overlea Blvd.,
Toronto, Ontario.

INCENTIVE GRANT PROGRAM APPLICATIONS

This bank identifies dentists applying for an incentive grant and is used to establish practices in designated dentally underserviced areas. The information is used to decide whether an applicant is eligible for an incentive grant.

This bank includes: name, address, birthdate, social insurance number, sex, marital status, number and ages of children, immigration status, birth place and occupation of spouse, date of licence, whether bilingual, special professional training, health, and discipline by licensing authority.

Storage: On paper application forms by name and social insurance number.

Individuals Listed: 92.

Retention: Not scheduled.

Access: Information is available to the individual.

Enquiries: Senior Dental Consultant,
Public Health Dentistry,
Public Health Branch.
6th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Health Programs Division
Public Health Branch

TYPHOID AND PARATYPHOID CARRIERS

This bank identifies persons found to have typhoid organisms after 1 year of surveillance and is used to maintain a cumulative history of typhoid and paratyphoid carriers under surveillance.

The information stored in this bank includes: name, address, birthdate, sex and medical history relevant to the disease.

Storage: On paper, in file folders, by patient's name.

Individuals Listed: 102.

Retention Period: 4 years after decertification, then destroy.

Access: Information is not available to the individual.

Enquiries: Senior Medical Consultant,
Communicable Disease Control,
15 Overlea Blvd., 5th Floor,
Toronto, Ontario. M4H 1A9

VENEREAL DISEASE PATIENT FILES

This bank identifies patients who have had venereal disease and is used to assist physicians, clinics and hospitals.

Information in this bank includes: name, address, sex, general medical history and information related to venereal diseases.

Storage: On paper, in file folders, numerically and by patient name.

Individuals Listed: 79,500.

Retention Period: On the 80th birthday or 1 year after death, then destroy.
Access: Information is not available to the individual.
Enquiries: Senior Medical Consultant,
Venereal Disease Control,
15 Overlea Blvd., 5 th Floor,
Toronto, Ontario. M4H 1A9

IMMIGRATION SURVEILLANCE FORMS

This bank identifies immigrants entering Canada who are infected with parasites and is used to inform the local health agencies of immigrants in their area who should be kept under health surveillance.

The information in this bank includes: name, address and the nature of the diagnosis.

Storage: On paper, in file folders, by health unit name.

Individuals Listed: 5,000.

Retention Period: 2 years after the current year, then destroy.

Access: Information is not available to the individual.

Enquiries: Senior Medical Consultant,
Communicable Disease Control,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

PROFESSIONAL CREDENTIALS - ACTIVE NURSES

This bank identifies public health nurses employed in local health agencies and is used to verify credentials and references and by university personnel to assist in decisions regarding admission to courses.

This bank includes: name, age, nursing education, experience, and references.

Storage: Not determined.

Individuals Listed: 3,500.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Chief,
Public Health Nursing Service,
Public Health Branch,
Health Programs Division,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario.

COMPUTER ASSISTED SCHOOL HEALTH SERVICE - CASH

This bank identifies school children within the jurisdiction of the health units of Ontario. The information stored in this bank is used to provide the health status of school children for use by Public Health nurses within a local health agency's jurisdiction.

The information stored in this bank includes: name, age, sex, and health status.

Storage: On paper application forms and computer tapes.

Individuals Listed: 1,593,115.

Retention Period: Not scheduled.
Access: Information is not available to the individual.
Enquiries: Director, Public Health Branch,
Health Programs Division,
Ministry of Health,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

COMMUNICABLE DISEASE PATIENT FILES

A record in this bank identifies patients with reportable communicable diseases and is used for surveillance purposes and for epidemiological research.

The data in this bank includes: name, address, age, sex, the medical history, nature of the illness, laboratory results and treatments.

Storage: On paper, in file folders, by name, health unit and disease.

Individuals Listed: 25,000.

Retention Period: 4 years after patient cured, Hansen's disease retained until death of patient, then destroy.

Access: Information is not available to the individual.

Enquiries: Senior Medical Consultant,
Communicable Disease Control,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Health Programs Division
Public Health Branch

RABIES REPORTS

This bank identifies individuals who have contacted animals which are suspected to be rabid. The information in this bank is used to confirm whether or not an individual should receive anti-rabies vaccine and for statistical purposes.

Information stored in this bank includes: name, address, and degree of contact with suspected rabid animals.

Storage: On paper in file folders, by health unit name.

Individuals Listed: 5,000.

Retention Period: 1 year, then destroy.

Access: Information is available to the individual with the permission of the Consultant Veterinary Public Health Service.

Enquiries: Public Health Branch,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

LABORATORY TEST RESULTS - ZOONOSES

This bank identifies individuals who have confirmed diagnoses of salmonellosis and toxoplasmosis. The information is used to produce statistics on the incidence in humans of zoonotic disease to enable suitable control procedures to be produced and applied.

The information stored in this bank includes: name, address, family doctors and diagnoses.

Storage: On paper, in file folders and on a ledger, by health unit name and numerically.

Individuals Listed: 7,700.

Retention Period: 1 year, then destroy.

Access: Information is available to the individual with the permission of the Chief, Disease Control and Epidemiology Service.

Enquiries: Public Health Branch,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario.

FOOD AND FOOD POISONING REPORTS

This bank identifies individuals who are suspected of having food poisoning and is used for statistical purposes and monitor outbreaks of food poisoning.

Information stored in this bank includes: names, addresses, place of eating, foods eaten, treatment received, family doctor, tentative diagnosis and laboratory results as specified in food poisoning reports.

Storage: On paper, in file folders, by health unit name.

Individuals Listed: 10,000.

Retention Period: 3 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Consultant,
Veterinary Public Health,
Public Health Branch,
15 Overlea Blvd., 5th Floor,
Toronto, Ontario. M4H 1A9

PROFESSIONAL CREDENTIALS - INACTIVE OR RETIRED NURSES

This bank identifies nurses who have ceased employment with health agencies or retired and is used by employers or universities to check references when considering the nurse for future employment or if retired, to evaluate credentials.

Data in this bank includes: name, age, nursing education background and work experience and references. Other information on rejections of professional credentials may be included.

Storage: In file folders, alphabetically by name.

Individuals Listed: 2000.

Retention Period: Destroy 1 year after retirement age.

Access: Information is not available to the individual.

Enquiries: Chief,
Public Health Nursing Service,
Public Health Branch,
Health Programs Division,
5th Floor, 15 Overlea Blvd.,
Toronto, Ontario. M4H 1A9

Strategic Research & Manpower Planning Branch

RESEARCH GRANT REVIEW PROGRAMS

This bank identifies applicants applying for a health research award and is used to establish eligibility for funding and to evaluate the success of the program.

The information stored in this bank includes: name, address, telephone number, curriculum vitae, research proposal, appraisals, reviews, correspondence, notification of awards and final report.

Storage: On paper, in file folders, by file number, applicant's name and title of project.

Individuals Listed: 506.

Retention Period: 6 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Staff, Grants Administration,
8th Floor, Hepburn Block,
Queen's Park, Toronto.

DEMONSTRATION MODEL RESEARCH PROGRAM

This bank identifies applicants applying for health research awards and is used to establish eligibility for funding and to evaluate the success of the program.

The information stored in this bank includes: name, address, telephone number, curriculum vitae, research proposal, appraisals, reviews, correspondence, notification, of awards and final report.

Storage: On paper, in file folders, by file number, applicants name and title of project.

Individuals Listed: 215.

Retention Period: 6 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Staff, Grants Administration,
8th Floor, Hepburn Block,
Queen's Park, Toronto.

BURSARY AND FELLOWSHIP PROGRAM

This bank identifies applicants applying for health research awards and is used to establish an applicant's eligibility for funding and to evaluate the success of the program.

The information stored in this bank includes: name, address, telephone number, curriculum vitae, research proposal, appraisals, reviews, correspondence, notification of awards and final report.

Storage: On paper, in folders, by file number, applicant name and title of project.

Individuals Listed: 500.

Retention Period: 8 years after service completed or monies refunded, then destroy.

Access: Information is not available to the individual.

Enquiries: Staff, Grants Administration,
8th Floor, Hepburn Block,
Queen's Park, Toronto.

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division
Industry Sector Policy Branch

FOREIGN INVESTMENT REVIEW CASE FILES

The information in this bank identifies individuals of companies involved in the foreign investment review program and is used to document the decisions and reasons for approval or rejection of a company.

The information in this bank includes: name, address, citizenship, information on associates, credit worthiness and personal references.

Storage: On paper, in files, by case number.

Individuals Listed: 2,600.

Retention Period: 8 years after case is closed, then transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Director,
Industry Sector Policy Branch,
5th Floor, Hearst Block,
Queen's Park, Toronto, Ontario.

Industry Division
Industry Support Services Section

COMPANY FILES

The information in this bank identifies companies and individuals of these companies and is used to document and decide upon the assistance provided by the Ministry.

The information in this bank includes: name, address, birthdate, citizenship, educational attainment, employment history, information on associates, income, assets and liabilities and credit worthiness.

Storage: On paper, in files, alphabetical by company or or individual name.

Individuals Listed: 12,000.

Retention Period: 6 years, then destroy.

Access: Information is available to the individual with the permission of the Assistant Deputy Minister.

Enquiries: Supervisor, Industry Support Services,
Industry Division,
7th Floor, Hearst Block,
Queen's Park, Toronto, Ontario.

Ontario Development Corporation
Loan Administration Branch

LOAN PROGRAM CASE FILES

The information in this bank identifies loan recipients and is used to record loan payments.

The information in this bank includes: name, address, birthdate, citizenship, information on associates, educational attainment, residence, employment history, present or past activities, qualifications, aptitudes, character, reputation, criminal offences, income, assets, liabilities, credit worthiness and personal references.

Storage: On paper, in files, alphabetical by company name.

Individuals Listed: 12,000.

Retention Period: 16 years after loan paid or written off, then destroy.

Access: Information is not available to the individual.

Enquiries: Director,
Loan Administration Branch,
Ontario Development Corporation,
1200 Bay Street,
Toronto, Ontario.

LOAN APPLICATION CASE FILES

The information in this bank identifies loan applicants and is used to determine if a business meets the eligibility requirements for a loan.

The information in this bank includes: name, address, birthdate, citizenship, educational attainment, information on associates, residence, employment history, present or past activities, qualifications, aptitudes, ability, character, reputation, income, assets, liabilities, credit worthiness and personal references.

Storage: On paper, in files, alphabetical by applicants name.

Individuals Listed: 3,000.

Retention Period: 7 years after file closed or inactive, then destroy.

Access: Information is not available to the individual.

Enquiries: Director,
Loan Applications Branch,
Ontario Development Corporation,
8th Floor, 1200 Bay Street,
Toronto, Ontario.

Ontario Place Corporation

SEASONAL BOATERS FILES

This bank identifies individuals who are seasonal boaters and is used to record their leased dockage space.

The information in this bank includes: name, address and insurance policy documentation.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: 350.

Retention Period: 3 years, then destroy.

Access: Information is available to the individual with the permission of the Manager, Site Operations.

Enquiries: Manager,
Site Operations,
Ontario Place,
955 Lakeshore Blvd., West,
Toronto, Ontario.

MAINTENANCE & CONSTRUCTION ADMINISTRATION FILES

The information in this bank identifies vandals and is used to document events for court action.

The information in this bank includes: reports on the cost of damages resulting from vandalism and the disposition of the court cases and police accident reports containing name, address, licence number and insurance policy number.

Storage: On paper, in file folders, by subject.

Individuals Listed: Not available.

Retention Period: 5 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Manager, Site Operations,
Administration Building,
955 Lakeshore Blvd., West,
Toronto, Ontario.

MINISTRY OF LABOUR

Minister's Office

WORKMEN'S COMPENSATION CLAIM FILES

The information in this bank identifies each Workmen's Compensation Board claimant and is used to assist in the preparation of the Minister's correspondence.

The information in this bank includes: name, financial situation, medical condition/reports, address, telephone number and Workmen's Compensation Board claim number.

Storage: On paper, in file folders, alphabetical by claimant's surname.

Individuals Listed: 275.

Retention Period: 5 years after the disposition of the case, then destroy.

Access: Information is not available to the individual.

Enquiries: Administrative Assistant to the Minister,
14th Floor, 400 University Avenue,
Toronto, Ontario.

Employment Standards Branch

EMPLOYER FILES

The information in this bank identifies employees who have filed a complaint under the Employment Standards Act and is used to determine whether or not a violation of the Act has occurred.

The information in this bank includes: name, address, telephone number, social insurance number, position filled, rates of pay, dates of employment, whether or not a union member and information regarding particulars of violation claimed.

Storage: On paper, in file folders, alphabetical by employer's name.

Individuals Listed: 36,000.

Retention Period: 2 years, then destroy.

Access: Information is available to the individual.

Enquiries: Administrator of Field Services
Employment Standards Branch
3rd Floor, 400 University Ave.
Toronto, Ontario.

HANDICAPPED PERMIT FILE

The information in this bank identifies handicapped employees and is used to monitor the issuance of handicapped permits.

The information in this bank includes: name, addresss, employers of handicapped workers, types of handicaps, wage rates and working conditions.

Storage: On paper, in file folers, by company name or workshop name.

Individuals Listed: Estimate not available.

Retention Period: 1 year after cancellation of, permit, then destroy.

Access: Information is available to the individual with the permission of the Assistant Specialist.

Enquiries: Assistant Specialist
Employment Standards Branch,
3rd Floor, 400 University Avenue,
Toronto, Ontario.

EMPLOYMENT AGENCY LICENCE FILES/LAPSED LICENCES

The information in this bank identifies individuals or corporations applying for a licence issued under the Employment Agencies Act and is used to determine whether a licence should be issued.

The information in this bank includes: applicant name, trade name, names of directors, names of officers, personal references, record of security furnished, certificates of incorporation or letters patent, address of business, residence addresses of officers and directors and a short business record of the applicant.

Storage: On paper, in file folders, by name of agency.

Individuals Listed: 800.

Retention Period: 5 years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Supervisor of Employment Agencies,
3rd Floor, 400 University Avenue,
Toronto, Ontario.

Occupational Health and Safety Division
Construction Health and Safety Branch

CONSTRUCTION FATALITY FILES

The information in this bank identifies deceased employees and co-workers and is used to establish the cause of the accident and to develop policies which prevent similar accidents in the future.

The information in this bank includes: name, address, marital status of the deceased, date of death, prevailing conditions on construction site when accident occurred, coroners' reports and verdicts of coroners'juries.

Storage: On paper, in file folders, by name and file number.

Individuals Listed: 820.

Retention Period: 30 years, then destroy.

Access: Not applicable.

Enquiries: Director
Construction Health & Safety Branch,
8th Floor, 400 University Avenue,
Toronto, Ontario.

RECORD OF COMPRESSED AIR WORKERS

The information in this bank identifies workers in compressed air on construction projects and is used to determine the validity of a claim to Workmens' Compensation resulting from hazardous working conditions.

The information in this bank includes: name, address, S.I.N., sex, age, employer, dates and results of medical examinations.

Storage: On cards, alphabetical by worker's name.

Individuals Listed: 3,500.

Retention Period: 40 years, then destroy.

Access: Information is available to the individual.

Enquiries: Director
Construction Health & Safety Branch,
8th Floor, 400 University Avenue,
Toronto, Ontario.

REPORT OF CHARGES

The information in this bank identifies individuals or companies charged with contraventions of construction safety legislation and is used to assess whether companies or individuals charged have disregarded the legislation or require assistance in understanding the legislation.

The information in this bank includes: name of company, business address, name and home address of president, name of individual, address, total number of charges, location where contraventions occurred, charges and disposition and court details.

Storage: On paper, in file folders, by name of individual or company.

Individuals Listed: 2,500.

Retention Period: 9 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Director
Construction Health & Safety Branch,
8th Floor, 400 University Avenue,
Toronto, Ontario.

Mining Health and Safety Branch

UNUSUAL OCCURANCES AND FATAL ACCIDENTS

The information in this bank identifies employees involved in fatal accidents in mines and is used to assess the possibility of litigation.

The information in this bank includes: name, address, age and sex of the deceased and date of death, also preliminary and final reports from district offices, transcripts of related inquests from courts and related correspondence with mining staff, police, coroner, and court.

Storage: On paper, in file folders, alphabetical by company name.

Individuals Listed: Not available.

Retention Period: 10 years, then transfer to Archives.

Access: Not applicable.

Enquiries: Director,
Mining Health & Safety Branch,
15th Floor, 400 University Avenue,
Toronto, Ontario.

MEDICAL CONSULTANT'S CONFIDENTIAL FILES

The information in this bank identifies workers in industries defined in the Occupational Health and Safety Act and is used to determine prior involvement with potentially hazardous industrial processes and to assist the Workmen's Compensation Board in resolving cases for occupational disease.

The information in this bank includes: name, address, age, sex and medical reports.

Storage: On paper, in file folders, alphabetical by company name.

Individuals Listed: Not available.

Retention Period: 40 years, then destroy.

Access: Not determined.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Avenue,
Toronto, Ontario.

Special Studies Branch
Health Studies Services Section

MORTALITY RECORDS

The information in this bank identifies individuals who have worked at selected mines, refineries and plants in Ontario and is used to determine the rates of mortality in each group.

The information in this bank includes: name, social insurance number, birthdate, employment dates, date of death, cause of death and last known address.

Storage: On paper, in file folders, by company name.

Individuals Listed: 10,000.

Retention Period: Transfer to Archives after completion of project.

Access: Information is available to the individual.

Enquiries: Director, Special Studies Branch,
8th Floor, 400 University Avenue,
Toronto, Ontario.

Special Studies Branch
Radiation Protection Service Section

RADIATION EXPOSURE RECORDS

This bank identifies workers who are occupationally exposed to radiation and is used to identify excessive levels and to determine remedial action.

The information in this bank includes: serial number, name of user, type of radiation, radiation level and copies of dosimeter readings received from Radiation Protection Bureau, Health and Welfare Canada.

Storage: Paper reports, by company name.

Individuals Listed: 10,000.

Retention Period: 1 year, then destroy.

Access: Information is available to the individual.

Enquiries: Director, Special Studies Branch,
8th Floor, 400 University Avenue,
Toronto, Ontario.

Occupational Health Branch
Occupational Chest Diseases Section

CHEST X-RAYS FILMS

The information in this bank identifies individuals exposed to hazardous dusts at industrial sites and is used to maintain a continuing history of employee chest x-rays, for evaluation purposes by physicians and to settle claims of prior disease and W.C.B. claims related to occupational chest disease.

The information in this bank includes: name, social insurance number, birthdate, occupation, company name, doctor's name, address and the individual's x-ray films.

Storage: On cards and x-ray film, by employee name and pre-assigned number.

Individuals Listed: 450,000.

Retention Period: 40 years, then destroy.

Access: Information is available to the individual.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Ave.
Toronto, Ontario.

WORKMEN'S COMPENSATION BOARD HISTORY FILES AND CHEST X-RAY FILMS

The information in this bank identifies individuals who have been examined by the Advisory Committee on Occupational Chest Diseases and is used for research on chest disease and a history file regarding individual complainants.

The information in this bank includes: name, medical reports and x-ray films.

Storage: On paper, in file folders and x-ray film, alphabetical by name and by number.

Individuals Listed: 500.

Retention Period: 10 years after death of claimant, then transfer to Archives.

Access: Information is not available to individual.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Ave.,
Toronto, Ontario.

COMPANY FILES

The information in this bank identifies employees of companies who have been examined by the Occupational Chest Disease Section and is used as an information source for compensation claims.

The information in this bank includes: name, address, S.I.N., age, height and medical reports.

Storage: On paper, in file folders, alphabetical by company name.

Individuals Listed: 2,000.

Retention Period: 40 years, then destroy.

Access: Information is available to the individual.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Ave.
Toronto, Ontario.

Occupational Health Branch
Resource Centre

MEDICAL SURVEILLANCE CARDS

The information in this bank identifies workmen employed in industrial settings and is used to monitor work hazards, the associated companies and their workers.

The information in this bank includes: employee name, social insurance number, job title or area in which employed and results of blood or urine sampling.

Storage: On cards, by employee name and company name.

Individuals Listed: 9,500.

Retention Period: 40 years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Avenue,
Toronto, Ontario.

COMPRESSED AIR WORKER'S REPORTS

The information in this bank identifies employees who work in compressed air atmospheres and is used to evaluate worker's who work in compressed air and to audit examining physicians under the Occupational Health and Safety Act.

The information in this bank includes: construction company name, project physician, name of worker, social insurance number, physical examination report, clinical evaluation, physician's recommendation and pre-employment history of the worker.

Storage: On paper, in file folders, alphabetical by employee name.

Individuals Listed: 1,400.

Retention Period: 40 years, then destroy.

Access: Information is available to the individual.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Avenue,
Toronto, Ontario.

MEDICAL RECORDS OF ONTARIO PROVINCIAL POLICE SCUBA DIVERS

The information in this bank identifies Ontario Provincial Police scuba divers and is used to evaluate the health of scuba divers and to maintain a medical history.

The information in this bank includes: name, badge number, social insurance number, vital statistics, clinical evaluation and physician's recommendation.

Storage: On paper, in file folders, alphabetical by name.

Individuals Listed: 100.

Retention Period: 2 years, then destroy.

Access: Information is available to the individual.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Avenue,
Toronto, Ontario.

Occupational Health Branch
Occupational Health Medical Service

INTERVIEW FORMS-OCCUPATIONAL HEALTH NURSING

The information in this bank identifies nurses applying for positions as occupation health nurses with companies and is used to assist in the placement of nurses and to assist in the implementation of company nursing programs.

The information in this bank includes: name, address, telephone number, marital status, basic and post basic training, year of graduation, Ontario registration number and employment resume'.

Storage: On paper, in file folders, by name of applicant.

Individuals Listed: 200.

Retention Period: 1 year after employee terminates
or dies, then destroy.

Access: Information is not available to individual.

Enquiries: Director, Occupational Health Branch,
7th Floor, 400 University Avenue,
Toronto, Ontario.

Industrial Relations Division
Office of Arbitration

ARBITRATORS AND REFEREES

The information in this bank identifies arbitrators and referees who may be appointed by the Ministry and is used to appoint arbitrators and referees.

The information in this bank includes: name, address, phone number, academic qualifications and a short autobiography.

Storage: On lists and files, alphabetical by name of the arbitrator or referee.

Individuals Listed: 106.

Retention Period: Until retired or deceased, then destroy.

Access: Information is available to the individual.

Enquiries: Director, Office of Arbitration,
6th Floor, 400 University Avenue,
Toronto, Ontario.

Ontario Human Right Commission
Compliance Section

CASE FILES

The information in this bank identifies complaintants and respondents involved with cases of possible discrimination and is used to determine whether or not discrimination occurred.

The information in this bank includes: names and addresses of complaintants and respondents and also details regarding race, creed, colour, sex, marital status, nationality, ancestry and place of origin.

Storage: On paper, in files and cards, alphabetical by name and pre-assigned number.

Individuals Listed: 1,700.

Retention Period: 20 years after case finalized, then transfer to Archives.

Access: Information is available to the individual with the permission of the Director of Compliance, Ontario Human Rights Commission.

Enquiries: Director of Compliance,
Ontario Human Rights Commission,
12th Floor, 400 University Avenue,
Toronto, Ontario.

MUNICIPAL AFFAIRS AND HOUSING

Community Housing Division

ONTARIO HOME RENEWAL PROGRAM

This bank identifies individuals who have been approved for Ontario Home Renewal Program loan and grants and is used to decide the eligibility of the applicant and to evaluate program funding.

The information in this bank includes: name, address and income.

Storage: On paper, in file folders, by name and code.

Individuals Listed: 1,700.

Retention Period: 3 years, then transfer to Archives.

Access: Information is available to the individual with the permission of the Executive Director.

Enquiries: Ontario Home Renewal Program,
Ministry of Municipal Affairs and Housing,
Community Housing Division,
12th Floor, 101 Bloor Street West,
Toronto, Ontario.

Ontario Mortgage Corporation

TENANT FILES

This bank identifies persons applying for rental and/or purchase of acquired units and is used to determine whether the applicants meet the requirements for the rental or mortgage carrying costs.

The information in this bank includes: name, address, social insurance number, birth date, sex, driver's licence and vehicle licence numbers, employment history, income, assets and liabilities, credit worthiness, bank information, arrears history, residency stability, family details and personal references.

Storage: On paper, in files, cards and computer disk, by unit number.

Individuals Listed: 1,700.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Assistant General Manager,
Real Estate,
11th Floor, 60 Bloor Street, West,
Toronto, Ontario.

BUILDER, MORTGAGE AND LEASE FILES

This bank identifies mortgagors, lessees and builders and is used to determine if applicants are eligible for mortgage or lease financing and also to decide upon the eligibility of builders to participate in Government programs.

The information in this bank includes: name, address, birthdate, sex, employment history, income, assets and liabilities, credit worthiness, bank information, arrears history, mortgage approval, duplicate registered mortgage, assumption agreement and leases.

Storage: On paper, in files, by mortgage and lease numbers, name or company name and property address.

Individuals Listed: 40,000.

Retention Period: From 3 to 7 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Manager,
Mortgage Administration,
11th Floor, 60 Bloor Street, West,
Toronto, Ontario.

Subsidies Branch

MANAGED FOREST TAX REDUCTION PROGRAM AND COMPUTER FILE

This bank identifies individual owners of forested properties and is used to process applications and to administer the payments.

The information in this bank includes: names and addresses of the property owners, property assessments, taxes, legal descriptions, size, acreage, rebates paid under the program, documents pertaining to change of ownership, list of delinquent tax payers by municipality and letters from clients.

Storage: On paper, in files folders, on cards and computer tape, by name.

Individuals Listed: 9,000.

Retention Period: 6 years.

Access: Information is available to the individual.

Enquiries: Manager,
Managed Forest Tax Reduction Program,
5th Floor, 56 Wellesley Street, West,
Toronto, Ontario.

FARM TAX REDUCTION PROGRAM AND COMPUTER FILE

This bank identifies individual owners of farmland and their properties and is used to process applications for payments and to administer the farm tax reduction program.

The information in this bank includes: names, addresses of registered owners of Ontario farmlands, property assessments, taxes, legal description, size, acreage, rebates paid under the program, type and value of produce, usage of buildings on the property, changes of ownership, list of delinquent taxpayers by municipality and letters from clients.

Storage: On paper, in file folders, on cards, and computer tape, by name.

Individuals Listed: 200,000.

Retention Period: Various - current year to 10 years.

Access: Information is available to the individual.

Enquiries: Manager, Farm Tax Reduction Program,
Subsidies Branch,
5th Floor, 56 Wellesley Street, West,
Toronto, Ontario.

ONTARIO YOUTH EMPLOYMENT PROGRAM

This bank identifies operators of businesses and farms and is used to administer the program.

The information in this bank includes: business name and address, type of business, employers registration number, employees and grants approved and grants claimed.

Storage: On paper, in file folders and computer tape by name.

Individuals Listed: 60,000.

Retention Period: 4 years.

Access: Information is available to the individual.

Enquiries: Manager,
Ontario Youth Employment Program,
5th Floor, 56 Wellesley Street, West,
Toronto, Ontario.

ONTARIO MUNICIPAL TRAINING PROGRAM

The information in this bank identifies college and university graduates applying for participation in the training program and is used to determine whether the applicants are qualified.

The information in this bank includes: name, address, birthdate, sex, citizenship, educational attainment, residence, employment history, present and past activities, qualifications, aptitudes, abilities, effectiveness or potential performance and personal references.

Storage: On paper, in file folders, by name.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Manager, Municipal Programs,
Subsidies Branch,
56 Wellesley Street, West,
Toronto, Ontario.

INVENTORY OF PROVINCIALLY OWNED PROPERTIES-COMPUTER FILES

This bank identifies tenants on Provincially owned properties and is used to determine payments to municipalities such as grants in lieu of taxes and tenant taxes of provincially owned properties.

The information in this bank includes: name and address of property owners, tenants, legal description, assessments, size and acreage.

Storage: On computer tape.

Individuals Listed: 180,000.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Branch Director.

Enquiries: Manager,
Municipal Program Subsidies Branch,
5th Floor,
56 Wellesley Street, West,
Toronto, Ontario.

Ontario Housing Corporation

TENANT FILES

This bank identifies tenants and is used to administer rental payments and lease renewals.

The information in this bank includes: name, tenant account number, social insurance number, lease renewals and current, income, rent calculations, family composition and correspondence with the tenant.

Storage: On paper, in file folders, and computer tapes, by name and tenant account number.

Individuals Listed: 93,400.

Retention Period: 10 years, then destroy.

Access: Information is available to the individual.

Enquiries: Local Housing Authorities.

MINISTRY OF NATURAL RESOURCES

Administrative Services Branch

FUR HARVEST AND FUR DEALER'S SYSTEMS

The information in this bank identifies trappers and fur dealers and is used to control the pelts harvested and to collect royalties on pelts exported or tanned.

The information in this bank includes: name of fur or fur dealer and also number of pelts harvested by trappers, fur purchased, sold, exported and tanned.

Storage: On cards and computer tapes.

Individuals Listed: 18,300.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Supervisor of the Fur Management Unit.

Enquiries: Records and Forms Management Section,
Ministry of Natural Resources,
Whitney Block,
Queen's Park, Toronto,
Ontario.

Fisheries Branch

COMMERCIAL FISHERIES DATA

The information in this bank identifies individuals holding commercial fish licenses and is used for statistical purposes.

The information in this bank includes: names of licensees, addresses of licensees, harvest data (lbs.) by day, prices for each fish species, investment in fishery, number and size of boats, gear (type & amount), areas where fish harvested and number of employees.

Storage: On paper, in files, by licence number.

Individuals Listed: 3,000.

Retention Period: Varies.

Access: Not determined.

Enquiries: Fisheries Branch,
Ministry of Natural Resources,
Queen's Park, Toronto,
Ontario.

Wildlife Branch

OFFENCE AND PROSECUTION FILE

The information in this bank identifies offenders of statutes administered by the Ministry of Natural Resources and is used for pre-sentence assessments and for statistical purposes.

The information in this bank includes: name and address and also investigative reports, charges, warnings and convictions.

Storage: On paper, in files and computer tape.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Information Data System Co-Ordinator,
Wildlife Branch,
Room 2325, Whitney Block,
Queen's Park, Toronto, Ontario.

HUNTING LICENSE FILES, HUNTING LICENSE EXAMINATION RECORD

The information in this bank identifies hunters and is used to verify lost hunting licenses, verify hunting licence eligibility and to identify trespassers.

The information in this bank includes: name, address, license type, year of purchase and examination results.

Storage: On paper, in files and computer tape.

Individuals Listed: Estimate not available.

Retention Period: 4 years, then destroy.

Access: Information is available to the individual.

Enquiries: Information Data System Co-Ordinator,
Wildlife Branch,
Room 2325, Whitney Block,
Queen's Park, Toronto, Ontario.

District Offices

TENDER AND EQUIPMENT RENTAL FILES JUNIOR RANGER RECORDS

The information in this bank identifies private businesses and individuals and is used to document the hiring of men and equipment.

The information in this bank includes: tender names, details of bids, insurance coverage and Workmen's Compensation Board standing work performances.

Storage: On paper, in files.

Individuals Listed: Estimate not available.

Retention Period: 1-3 years, then destroy.

Access: Information is available to the individual.

Enquiries: District Offices.

FIRE CONTROL

The information in this bank identifies individuals charged under the Forest Fire Prevention Act and individuals who have had a fire permit or work permit issued to them.

The information in this bank includes: charges laid under the Forest Prevention Act, names on fire permits, work permits, names, addresses, birthdates, sex, residence, qualifications and abilities.

Storage: On paper, in files, by fire permit number or work permit number.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Fire Control Supervisor, District Offices.

LAND DISPOSITION FILES

Information in this bank identifies registered owners of land, lessees, licensees and permittees and is used to determine an individuals eligibility to hold, tender on, transfer or assign Crown land.

The information stored in this bank includes: name, address, age, occupation, social insurance number, corporate status, names and occupations of co-owners, mortgages, wills, financial requirements for improvements on land, comments and opinions of other people effected directly or indirectly by land owner and citizenship.

Storage: On paper, in files and computer tape, by name, Ministry of Revenue Tax Account Number, survey location number, file number and regional office file number.

Individuals Listed: 10,000.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the District Manager.

Enquiries: District Manager, District Offices.

SALE AND PATENT RECORDS

The information in this bank identifies purchasers and patentees and is used to prepare legal documents for land disposition.

The information in this bank includes: name, address, age, sex, citizenship, occupation, land holdings and purchased/leased from Crown.

Storage: On paper, in files.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: District Manager, District Offices.

UNAUTHORIZED OCCUPATION FILES

The information in this bank identifies the owner of unauthorized occupation land and is used to resolve the unauthorized occupation.

The information in this bank includes: name, address, occupation and length of unauthorized occupation.

Storage: On paper, in files, alphabetically by name.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the District Manager.

Enquiries: District Manager, District Offices.

DAILY REPORT OF COMMERCIAL FISHERIES

The information in this bank identifies licencees and the actual person fishing and is used to assist in resource harvest evaluation and resource management.

The information in this bank includes: name, address, licence number, boat number, crew, fishing location, yards of net, depth of net, mesh size of net, species by weight, average price per pound, weight of discarded fish by species and number of fishing area.

Storage: On paper, in files and computer tape, by name
licence number and number of zones fished.

Individuals Listed: 75 in any one district office.

Retention Period: Not scheduled.

Access: Information is available to the individual with permission of the District Manager.

Enquiries: Fish & Wildlife Supervisor, District Offices.

OUTSIDE ISSUERS OF ANGLING AND HUNTING LICENCES

The information in this bank identifies district issuers of Ministry angling and hunting licences and is used to appoint the issuers and to determine if their accounts are current.

The information in this bank includes: name, address, telephone number and applications for licences, monthly statements of account and statements indicating issuers who are in arrears.

Storage: On paper, in file folders, by issuer account number.

Individuals Listed: 170 in one district office.

Retention Period: 3 years then destroy.

Access: Information is not available to the individual.

Enquiries: Administration Supervisor, District Offices.

SEALING REPORT

The information in this bank identifies trappers and is used for resource management purposes.

The information in this bank includes: name, address, licence number, species of fur and number of fur species sealed.

Storage: On paper, alphabetically by name.

Individuals Listed: 250 in one district office.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Fish & Wildlife Supervisor, District Offices.

PARKS ENFORCEMENT FILES

The information in this bank identifies individuals who have violated Acts administered by parks staff.

The information in this bank includes: name, address, age, date of infraction, charge laid and outcome of charge.

Storage: On paper, in files, alphabetically by name and year of violation.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Park Manager.

Enquiries: Regional Enforcement Specialist,
District Parks Supervisors and Superintendents,
District Offices.

QUARRY PERMIT FILES

The information in this bank identifies quarry permit holders and is used to allocate aggregate to permit holders and for the purposes of aggregate management.

The information in this bank includes: name, address, type of material required and purpose or destination.

Storage: On paper, in file folders, alphabetically by name and permit number.

Individuals Listed: 200.

Retention Period: Not scheduled.

Access: Information is available to the individual with permission of the District Manager.

Enquiries: District Manager, District Offices.

CROWN TIMBER LICENCE FILES

The information in this bank identifies licencees and is used to control resource extraction and to control payments for authorized wood cutting.

The information in this bank includes: name, address of licencee, volume of wood authorized for cutting, actual volumes harvested, records of invoices and payments for both Crown Dues and areas charges, correspondence on any C.T.A. infractions and subsequent fines.

Storage: On paper and ledgers.

Individuals Listed: 25 in any one district office.

Retention Period: Not scheduled.

Access: Information is available to the individual with permission of the District Manager.

Enquiries: District Manager, District Offices.

ORDER-IN-COUNCIL LICENCE FILE

The information in this bank identifies both companies and individuals who hold Order-In-Council licences and is used to control the cutting of Crown timber.

The information in this bank includes: name, address of licensee, duration of the licence, bonus to be paid by species and product, annual allowable volume by product,

description of area under licence, area licence, collateral deposit, annual cutting approval, description of cutting area, volume to cut and restrictions on cutting.

Storage: On paper, in file folders, alphabetically by name and by licence number.

Individuals Listed: 7-12 in any one district office.

Retention Period: 5 years after termination of agreement, then destroy.

Access: Information is available to the individual.

Enquiries: Forest Management Supervisor, District Offices.

PENALTY SCALE FILE

The information in this bank identifies individuals committing offences contrary to the Crown Timber Act and is used to assess penalties for these infractions.

The information in this bank includes: name, address, area involved, infraction committed, penalty imposed and value.

Storage: On paper, in file folders, alphabetically by name and licence number.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Regional Director.

MINISTRY OF NORTHERN AFFAIRS

Community Relations Branches
Northeast and Northwest Regions

CLIENT RECORDS

This bank identifies clients attending Northern Affairs offices who have requested assistance with various provincial and federal programs such as none renewal loans, guaranteed income supplement, disability pension or applications for passports.

The information in this bank varies according to the nature of the request but may include: name, address, birthdate, sex, income information, dependants, marital status and employment history. In addition, some files contain financial history information.

Storage: On paper, in file folders, by client name.

Individuals Listed: 1,000 in each of 29 office locations.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Northern Affairs Offices.

PROVINCIAL SECRETARIAT FOR RESOURCES DEVELOPMENT

Niagara Escarpment Commission

DEVELOPMENT PERMIT APPLICATIONS

This bank identifies individuals who are applying to the Niagara Escarpment Commission for a development permit and is used to document the application, site inspection reports and the decision of the Commission.

The information in this bank includes: name, address, telephone number, name of owner/agent, description of lot, concession, municipality, lot number, plan number, type of development, construction details and proposed servicing.

Storage: Application forms, by name of the applicant and development permit application number.

Individuals Listed: 1,750.

Retention Period: 5 years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Senior Planner or Director,
Niagara Escarpment Commission,
P.O. Box 9,
11-13 Marsh Street,
Clarksburg, Ontario.

166 Main Street, West,
Grimsby, Ontario.

232 Guelph Street,
Georgetown, Ontario.

CONTRAVENTIONS

This bank identifies property owners who are in contravention of the Niagara Escarpment Planning and Development Act and is used to determine whether court action is required.

The information in this bank includes: name, address, telephone number, reported violation, source of information, details of findings and the signature of the Commission official.

Storage; On paper, in files, by name of the property owner.

Individuals Listed: 45.

Retention Period: 5 years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Senior Planner or Director,
Niagara Escarpment Commission,
P.O. Box 9,
11-13 Marsh Street,
Clarksbury, Ontario.

166 Main Street,
Grimsby, Ontario.

232 Guelph Street,
Georgetown, Ontario.

CONSENTS

This bank identifies persons applying for consent to sever a parcel of land and is used to determine if the application is in conformity with the Niagara Escarpment Commission's policies.

The information in this bank includes: owners name, agent name, their addresses, telephone number, details of previous severances, signatures, dates, legal description of lot and cases presently proposed.

Storage: On paper, in files, by name, address and consent number.

Individuals Listed: 1,800 in one office.

Retention Period: 5 years, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Director or Senior Planner,
Niagara Escarpment Commission,
P.O. Box 9,
11-13 Marsh Street,
Clarksburg, Ontario.

166 Main Street, West,
Grimsby, Ontario.

232 Guelph Street,
Georgetown, Ontario.

PROVINCIAL SECRETARIAT FOR SOCIAL DEVELOPMENT

Ontario Youth Secretariat

STUDENT VENTURE CAPITAL-APPLICATIONS-LOAN AGREEMENTS

This bank identifies persons whose applications for loans from the Student Venture Capital Program have been forwarded by the Chambers of Commerce for acceptance or rejection.

The information in this bank includes: name, address of home and business, ages, birthdate, social insurance number, telephone number, citizenship, language, program and employment history, nature of proposed business, education history, qualifications, career goals, personal references and their occupations and telephone numbers, written description of business proposal, cash flow forecast for business and list of equipment needed for the operation of business. In addition, this bank includes a determination when loans have been approved, the name of the guarantor and the size of the loan, record of payment and original contract.

Storage: On paper, in file folders, by name cross referenced by name of business.

Individuals Listed: 164.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Program Manager or Program Assistant.

Enquiries: Program Manager,
Student Venture Capital Program,
Ontario Youth Secretariat,
2nd Floor, 700 Bay Street,
Toronto, Ontario.

Office of the Provincial Co-Ordinator
For Rehabilitation Services

CASE ADVOCACY FILE

This bank identifies disabled persons who have applied for advice and assistance regarding existing government programs and services. The information is used to determine whether the disabled individual is eligible for specific services or financial assistance.

The information in this bank includes: name, address, birthdate, sex, physical description, marital status, dependents, age, physical disabilities, medical history, education, personality evaluation, occupational therapy evaluation, resumes, letters of recommendation, psychological testing results, accessibility needs, financial needs and device needs.

Storage: On paper, in file folders, by name.

Individuals Listed: 66.

Retention Period: 5 years, then transfer to Archives.

Access: Information is available to the individual with the permission of the Provincial Co-Ordinator or the Administrative Assistant to the Provincial Co-Ordinator.

Enquiries: Provincial Co-Ordinator of Rehabilitation Services,
3rd Floor, 700 Bay Street,
Toronto, Ontario.

MINISTRY OF REVENUE

Revenue Program
Special Investigations Branch

INVESTIGATION FILES

This bank identifies businesses under investigation and is used for assessment of Provincial taxes and also for prosecution of businesses, owners and officers of these businesses for tax offences.

The information in this bank includes: business name, address, trade styles, names and addresses of owners, shareholders, officers, personal data regarding officers, such as age, health, business history, marital status, children, financial stability, previous offences or convictions, financial data on businesses and individuals.

Storage: On paper, in folders and cards, by case number and alphabetically by name.

Individuals Listed: 4,000.

Retention Period: 6 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Senior Manager,
Policy Development and Training,
Special Investigations Branch,
16th Floor, 77 Bloor Street, West,
Toronto, Ontario.

Tax Revenue Program
Appeals Branch

OBJECTION SUPPLEMENT FILES

This bank identifies individuals, proprietors, partnerships and corporations filing objections to the assessment of their taxes and is used to determine the correct tax assessment.

The information in this bank includes: name, account or vendor permit number, minutes of meetings, copies of assessments and copies of notices of objections, correspondence and other data accumulated during the review of the tax assessment.

Storage: On paper, in files and microfilm, by name or account or vendor permit number.

Individuals Listed: 3,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Director,
Tax Appeals Branch,
1200 Bay Street,
Toronto, Ontario.

Tax Revenue Program
Motor Fuels and Tobacco Branch

INDIAN TAX ROLL - CERTIFICATES OF EXEMPTION

This bank identifies qualified Indians under the Canada Indian Act to whom certificates of exemption cards have been issued for the purchase of tax-exempt gasoline and diesel fuel and is used to identify eligible Indians and to determine who is excluded from paying Ontario tax on gasoline and diesel fuel.

The information in this bank includes: name, address, Indian family number, band number and Indian reserve name.

Storage: On paper forms, and computer tape, by name, Indian family number, band number and name of reserve.

Individuals Listed: 8,200.

Retention Period: 2 years, then destroy.

Access: Information is available to the individual.

Enquiries: Senior Supervisor,
Operations Programs,
Motor Fuels and Tobacco Tax Branch,
15th Floor, 77 Bloor Street, West,
Toronto, Ontario.

SMALL BUSINESS DEVELOPMENT CORPORATIONS FILES

This bank identifies investors in Small Business Development Corporations and is used to determine whether or not the businesses are eligible for development grants and to calculate the amount of the grant.

The information in this bank includes: name and address of business, nature of operations, value of business, name and address of each investor, value of each investment and amount of grant payable to each investor.

Storage: On paper, in file folders, by registration number.

Individuals Listed: 1,400.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Branch Director,
Motor Fuels and Tobacco Tax Branch,
15th Floor, 77 Bloor Street, West,
Toronto, Ontario.

Tax Revenue Program
Retail Sales Tax Branch

RETAIL SALES TAX VENDOR FILE

The information in this bank identifies Retail Sales Tax Vendor Permit Holders and is used to calculate revenue generation and is used to administer and control the collection under The Retail Sales Tax Act.

The information in this bank includes: applications for Vendor's permit, legal actions, collection actions, rulings, interpretations and correspondence pertaining to audit and compliance.

Storage: On paper, in file folders, by business, trade or legal name and permit number.

Individuals Listed: 170,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Senior Manager, Operations,
Retail Sales Tax Branch,
17th Floor, 77 Bloor Street, West,
Toronto, Ontario.

RETAIL SALES TAX DATA BASE

This bank identifies Retail Sales Tax Vendor permit holders and is used to maintain a tax roll and to control revenue collection.

The information in this bank includes: name, address, account history, audit history, compliance, type of business and retail sales volume.

Storage: On computer tape and disks, by name and permit number.

Individuals Listed: 170,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Senior Manager, Operations,
Retail Sales Tax Branch,
17th Floor, 77 Bloor Street, West,
Toronto, Ontario.

Tax Revenue Program
Tax Credit Branch

GUARANTEED ANNUAL INCOME SUPPLEMENT (GAINS)

This bank identifies pensioners who have applied for the Federal Guaranteed Income Supplement, and is used to decide whether the applicant is eligible for the GAINS, and to decide on the amount of the GAINS payment.

The information in this bank includes: name, address, marital status, identifying number, amount of payment and account status.

Storage: On paper, in file folders, microfiche and computer tape, by name, Old Age Security number, or social insurance number.

Individuals Listed: 475,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Supervisor,
Financial Analysis and Control,
Guaranteed Income and Tax Credit Branch,
Ministry of Revenue,
Queen's Park, Toronto,
Ontario.

ONTARIO PENSIONERS PROPERTY TAX ASSISTANCE (OPPTA)

This bank identifies pensioners who have applied for the Property and Sales Tax Grants and is used to decide whether the applicant is eligible for the grant and to decide on the amount of the grant.

The information in this bank includes: name, address, age, marital status, plan number, language preference, property tax paid, rent paid and amount of grant paid.

Storage: On paper, in folders, on microfiche, computer tape and disks by name and Old Age Security number, social insurance number or assigned number.

Individuals Listed: 860,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Supervisor,
Financial Analysis and Control,
Guaranteed Income and Tax Credit Branch,
Ministry of Revenue,
Queen's Park, Toronto,
Ontario.

PROVINCIAL TAX DATA

This bank identifies income tax filers in Ontario and is used to analyze the effects of the Ontario Tax Credit program.

The information in this bank includes: name, address, income, deductions, marital status, age, income tax paid, property tax/rent paid and audit statistics information.

Storage: On computer printout and computer tape, by name and federal identifying number.

Individuals Listed: 5,000,000.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Supervisor,
Financial Analysis and Control,
Guaranteed Income and Tax Credit Branch,
Ministry of Revenue,
Queen's Park, Toronto,
Ontario.

Support Services Program
Management Systems Branch

CONSULTANTS PERSONNEL FILES

The information in this bank identifies individuals and firms who have entered into professional and technical services contracts with the Management Systems Branch and is used to maintain a skills inventory and for financial control.

The information in this bank includes: name, resumes, contracts, time sheets, invoices, termination and rates payable.

Storage: On paper, in file folders, by name.

Individuals Listed: 85.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Manager,
Operations and Control,
Management Systems Branch,
16th Floor, 77 Bloor Street, West,
Toronto, Ontario.

Assessment Services Program

STANDARD ASSESSMENT SYSTEM

This bank identifies all residents of Ontario and all property owners and is used to produce the municipal assessment rolls, assessment notices, Provincial census, municipal roster lists, school tax support lists and jurors lists. The information is also used by municipalities for tax billing and planning and by local school boards.

The information in this bank includes: name, sex, occupancy status, religion, school support, residency code, citizenship, birthdate, legal and physical description of property owned or occupied, description of structures on the property, record of property sales and assessment data for municipal tax billing.

Storage: On paper and computer tape, by roll number.

Individuals Listed: 11,500,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Assistant Deputy Minister,
Property Assessment Program,
19th Floor, 77 Bloor Street, West,
Toronto, Ontario.

Province of Ontario Savings Office

CANADIAN ON-LINE FINANCIAL INDUSTRY SYSTEM

This bank identifies individuals, societies, labour unions, companies and government agencies who have monies on deposit with the province of Ontario savings office and is used to calculate account balances, interest, service charges, non-resident tax, T5 and non-resident tax reports and audit confirmation.

The information in this bank includes: client account numbers, account balances, name, addresses, social insurance numbers and occupations related to specific branches.

Storage: On computer disks, by account number.

Individuals Listed: 105,000.

Retention Period: Not scheduled.

Access: The information is available to the individual
having signing authority on related accounts.

Enquiries: Branch Director,
Province of Ontario Savings Office.

CLIENT SAVINGS INFORMATION CARDS

This bank identifies individuals, societies, labour unions, companies and government agencies who have monies on deposit with the Province of Ontario savings office and is used by POSO branches as a hard copy of customer non-financial information contained on COFIS database.

The information in this bank includes: account number, names, addresses and telephone numbers.

Storage: On cards, by account number.

Individuals Listed: 105,000.

Retention Period: Seven years after account is closed.

Access: The information is available to the individual
having signing authority on related accounts.

Enquiries: Branch Managers,
of Province of Ontario Savings Offices.

CLIENT SPECIMEN SIGNATURE CARDS

This bank identifies individuals, societies, labour unions, partnerships, companies and government agencies who have monies on deposit with the Province of Ontario Savings Office and is used to compare signatures of clients on cheques and for withdrawals and endorsements.

The information in this bank includes: account number, names in full and specimen of client's signature.

Storage: On cards, by account number.

Individuals Listed: 105,000.

Retention Period: 15 years, then destroy.

Access: The information is available to the individual having signing authority on related accounts.

Enquiries: Province of Ontario Savings Office,
Branch Managers.

RECORD OF UNCLAIMED BALANCES

This bank identifies clients with dormant accounts and is used when clients reclaim their balances.

The information in this bank includes: account number, names, addresses and balances.

Storage: On paper, in binders, by date unclaimed and account number.

Individuals Listed: 41,000.

Retention Period: Until claimed by client.

Access: The information is available to the individual having signing authority on related accounts.

Enquiries: Branch Director,
Province of Ontario Savings Office.
19th Floor, 77 Bloor Street, West,
Toronto, Ontario.

SAFETY DEPOSIT BOX CONTRACTS

This bank identifies clients renting safety deposit boxes at Province of Ontario Savings Office Branches and is used to maintain a record of the legal contract and the rents paid.

The information stored in this bank includes: safety deposit box number, address, rental record, terms of lease, legal documents on file and signature of lessee.

Storage: On cards, by box number.

Individuals Listed: 10,000.

Retention Period: Seven years after box closed.

Access: Information is available to the individual.

Enquires: Province of Ontario Savings Office,
Branch Managers.

MINISTRY OF THE SOLICITOR GENERAL

Ontario Police Commission

APPEAL HEARINGS AND INQUIRIES

The information in this bank identifies police personnel of municipal forces and the Ontario Provincial Police and is used to document the decisions and precedents of the Commission and for subsequent review in the event of a future appeal.

The information in this bank includes: name of the appellant, police force, nature of the offence and decision of the Commission.

Storage: On paper, in folders, by name of appellant.

Individuals Listed: 170.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Secretary, to the Chairman,
and Secretary to the Commission,
Ontario Police Commission,
9th Floor, 25 Grosvenor Street,
Toronto, Ontario.

CRIMINAL INTELLIGENCE SERVICE ONTARIO

The information in this bank identifies organized criminal groups and is used as a central repository of this information for police forces.

The information in this bank includes: criminal intelligence information.

Storage: On paper, in reports.

Individuals Listed: 500.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Director,
Criminal Intelligence Service Ontario,
Ontario Police Commission,
9th Floor, 25 Grosvenor Street,
Toronto, Ontario.

ONTARIO POLICE FORCES' SUSPENDED DRIVERS CONTROL CENTRE

The information in this bank identifies individuals whose driver's licence has been suspended by the Ministry of Transportation and Communications and is used by police officers to determine the appropriate enforcement action.

The information in this bank includes: name, address, driver licence number, birthdate, sex, Ministry of Transportation and Communications generated suspension number, starting date of suspension, expiry date of suspension and reason for suspension.

Storage: On computer disk, by name, birthdate and sex.

Individuals Listed: 120,000.

Retention Period: Not scheduled.

Access: Information is available to the individual through the offices of the Ministry of Transportation and Communications.

Enquiries: Director,
Technical Services Branch,
Ontario Police Commission
25 Grosvenor Street,
Toronto, Ontario.

SPECIAL CONSTABLES FILE

This bank identifies individuals employed as special constables by police forces and agencies which have been approved by the Ontario Police Commission and is used for security and character checks and as a reference to approved appointments and terminations.

The information in this bank includes: name of applicant, agency, individual's name and also details specifying the reason for special constable authority.

Storage: On paper, in file folders, by applicant agency name and individual's name.

Individuals Listed: 3,223.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Office Manager,
Ontario Police Commission,
9th Floor, 25 Grosvenor Street,
Toronto, Ontario.

Office of the Ontario Fire Marshall

FIRE STATISTICS REPORTING SYSTEM

This bank identifies owners and occupants of dwellings where there have been fires and is used for statistical purposes.

The information in this bank includes: name, address and the circumstances surrounding the fires.

Storage: On paper, in files and computer tape, by occurrence number, name and address.

Individuals Listed: 30,000.

Retention Period: 5 years, then destroy.

Access: Information is available to the individual with the permission of the Agency originating the fire report.

Enquiries: Supervisor,
Statistical Section,
Office of the Ontario Fire Marshal,
590 Keele Street,
Toronto, Ontario.

FIRE INVESTIGATION FILES

This bank identifies owners, occupants and person's charged under the Fire Marshals Act and is used for statistical purposes.

The information in this bank includes: names of involved parties, date, time, location of fire and area as well as a description of the building, the area of origin and fire spread and fire cause and fatalities.

Storage: On cards and files by name, birthdate and address.

Individuals Listed: 45,000.

Retention Period: 5-20 years depending on the classification of the fire, then transfer to Archives.

Access: Information is available to the individual with the permission of the Fire Marshal.

Enquiries: Senior Investigator,
Office of the Fire Marshal,
590 Keele Street,
Toronto, Ontario.

Office of the Chief Coroner

ANATOMY ACT FILES

This bank identifies individuals who have died without known relatives and persons who donated their bodies to medical science and is used to assist relatives of deceased persons and for statistical purposes.

The information in this bank includes: name, age, sex, last known place of residence and whether or not body claimed or other disposal.

Storage: On paper, in file folders and master register, by name of deceased person.

Individuals Listed: 500 per annum.

Retention Period: Not scheduled.

Access: Information is available to relatives of deceased persons.

Enquiries: Office of the Chief Coroner & General Inspector
of Anatomy,
26 Grenville Street,
Toronto, Ontario.

Forensic Pathology Branch

POSTMORTEM INVESTIGATION REPORTS

The information in this bank identifies victims of sudden death and is used to assist police, coroners, pathologists and Crown attorneys who are involved in these investigations.

The information in this bank includes: name, address, medical description of the victim who has been autopsied and details of the medical and scientific investigation.

Storage: On paper, in file folders, alphabetically by victim's name, pathologist's name and coroner's name.

Individuals Listed: 17,000.

Retention Period: Not scheduled.

Access: Not applicable.

Enquiries: Director,
Forensic Pathology Branch,
26 Grenville Street,
Toronto, Ontario.

PRIVATE INVESTIGATORS AND SECURITY GUARDS

This bank identifies employees of private investigation agencies and is used to maintain ongoing record of individual private investigators and security guard applicants as well as to document licence holders and terminated licence holders. The information is also used to determine suitability for future licencing.

The information in this bank includes: name, address, physical description, birthdate, sex, citizenship, educational attainment, social insurance number, residence, employment history, character, reputation, credit worthiness, personal references, subject photo, criminal record, CPIC printout, firearms carrying permit, subject fingerprints, driver's licence number and tribunal records.

Storage: On paper, in file folders, microfilm and computer disks and tapes, by name, agency and file number.

Individuals Listed: 58,000.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Information Officer,
90 Harbour Street,
Toronto, Ontario.

PRIVATE INVESTIGATORS AND SECURITY GUARDS AGENCIES

The information in this bank identifies security guard agencies and their directors and is used to assess their suitability for licencing.

The information in this bank includes: agency name, address, phone number, financial institution, history of officers and directors, complaints and results, investigative reports and cause of licence termination.

Storage: On paper, in file folders, by name of agency.

Individuals Listed: 800.

Retention Period: 10 years after cancellation, then
transfer to Archives.

Access: Information is not available to the individual.

Enquiries: Information Officer,
90 Harbour Street,
Toronto, Ontario.

Office of the Chief Coroner

CORONER'S INVESTIGATION FILES

This bank identifies individuals whose death was investigated by a coroner and is used for medical, legal, insurance, estate and statistical purposes.

The information in this bank includes: name of deceased, name of coroner and the reason a person came to his/her death including the result of inquests, verdicts, jurors recommendations and implementation of these recommendations.

Storage: On paper, in file folders, by name.

Individuals Listed: 27,000 per annum.

Retention Period: 25 years, then transfer to Archives.

Access: Information is available to relatives or their legal representatives with the permission of the Chief Coroner.

Enquiries: Chief Coroner,
26 Grenville Street,
Toronto, Ontario.

RECORD OF CITIZEN COMPLAINTS

The records in this bank identify complainants and police officers and is used to determine the validity of complaints.

The information in this bank includes: citizens letters of complaint and copies of statements and investigators reports.

Storage: On paper, in file folders, in alphabetical order by name.

Individuals Listed: 700.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Chief Citizen Complaints Officer,
Ontario Police Commission,
9th Floor, 25 Grosvenor Street,
Toronto, Ontario.

PUBLIC COMPLAINTS-ONTARIO PROVINCIAL POLICE

The information in this bank identifies the citizen complainant, his agent, associates, family members, citizen complainant associates, their associates, family members, the OPP member, his associates, family members and is used to conduct an analysis of public complaints and to identify their causes and to develop remedial measures.

The information stored in this bank includes: name, address, physical description, birthdate, sex, educational attainment, residence, health, medical history, employment history, present and past activities, information on associates, qualifications, aptitudes, attitudes, abilities, effectiveness, performance, character, reputation, mode of living, criminal offences, family details, income, assets and liabilities, credit worthiness and personal references.

Storage: On paper, in file folders, computer tapes and disks, by file number, name of complainant and name of OPP member.

Individuals Listed: 3,000.

Retention Period: 6 years, then transfer to Archives.

Access: Information is available to the individual with the permission of the Commissioner, Ontario Provincial Police.

Enquiries: Information Officer,
90 Harbour Street,
Toronto, Ontario.

SHOOTING CLUBS APPROVED BY THE SOLICITOR GENERAL

The information in this bank identifies individuals who are executive members of the approved clubs and is used to determine the fitness of individuals to be an executive of an approved club.

The information in this bank includes: name, birthdate, address, telephone number, occupation and position held in club, club instructors, subject and level of instruction, approval by the Solicitor General, shooting club, approval by Registrar private ranges, private range applicant and users and members eligible for permits.

Storage: On paper, in file folders, by individual's name and name of club.

Individuals Listed: 1,075.

Retention Period: 5 years after cancellation of licence, then destroy.

Access: Information is available to the individual with the permission of the Commissioner of the Ontario Provincial Police.

Enquiries: Information Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

APPLICANTS FOR RESTRICTED FIREARMS CARRYING PERMITS

The information in this bank identifies permit applicants and is used to determine their fitness to possess a permit to carry restricted firearms.

The information in this bank includes: name, address, physical description, birthdate, sex, citizenship, residence address, mental health if applicable, present employment, present and past activities and associates criminally, ability to handle and use restricted firearms.

Storage: On paper, in file folders, alphabetically by name.

Individuals Listed: 15,140.

Retention Period: Until permit cancelled, then destroy.

Access: Information is available to the individual with the permission of the Commissioner of the Ontario Provincial Police.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

APPLICANTS FOR PERMITS TO SELL OR MANUFACTURE AMMUNITION
AND RESTRICTED AND NON-RESTRICTED WEAPONS

The information in this bank identifies applicants for permits and is used to determine their eligibility to possess a permit.

The information in this bank includes: applicants or agents name, birthdate, residence address, business address, trade name, type and acceptability of records and security maintained, type of permit issued, refused or revoked, estimate of business volume, fee charged, letter from local authority granting permission to operate at specified location, if manufacturer, letter from Federal Government authorizing same.

Storage: On paper, in file folders, by individual name and trade name.

Individuals Listed: 2,300.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Commissioner of the Ontario Provincial Police.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

UNIFORM CRIME AND TRAFFIC REPORTING SYSTEM

The information in this bank identifies individuals involved in police investigations and is used to maintain an investigative record and for court purposes.

The information in this bank includes: name, address, age, sex, residence, present or past activities, physical descriptions, character, reputation, mode of living, motor vehicle registration, associates, dates, times, locations and specific incident information.

Storage: On paper, in binders, file folders, computer disks and computer tape, by name, address, birthdate and location and date of event.

Individuals Listed: Estimate not available.

Retention Period: 2 to 10 years, then to Archives.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

ONTARIO PROVINCIAL POLICE RECORDS

The information in this bank identifies individuals who report, witness and/or are the subject of a police investigation involving the alleged commission of a provincial or federal offence and is used to maintain a record of personal data pertaining to warrants, charges, criminal history, conditions of release and parole and is used for court purposes as well as to document the investigation.

The information in this bank includes: names, addresses, physical description, birthdate, sex, present or past activities, character, reputation, mode of living, associates, dates, times, locations and specific incident information.

Storage: On paper, in file folders and binders by name, address, birthdate, driver's licence number and location and date of event.

Individuals Listed: Estimate not available.

Retention Period: Ranges from 3 months, then destroy;
to 40 years, then transfer to Archives.

Access: A synopsis of the information is available where applicable to the accused and/or the victim with the approval of the Commissioner of the Ontario Provincial Police.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

CRIMINAL INVESTIGATION BRANCH INVESTIGATIVE REPORTS

The information in this bank identifies persons charged with crimes of violence, victims, witnesses and others related to the investigation and is used to prepare evidence for trials.

The information in this bank includes: name of contributor, name of subject and details of the investigation of homicides and crimes of violence.

Storage: On paper, in file folders and computer disks.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

PALM PRINT FILE

This bank identifies individuals charged with an indictable offence and is used in court as evidence and to identify perpetrators of crime.

The information in this bank includes: name, birthdate, fingerprint serial number if known, and the identifying offence under which the subject is charged and fingerprinted.

Storage: On paper, in file folders, by name.

Individuals Listed: 50,000.

Retention Period: 10 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

OPERATIONAL SECURITY EVALUATION FILE

The information in this bank identifies persons who have been assessed for security purposes and is used to determine if a person is suitable for employment in sensitive government positions.

The information in this bank includes: name, address, physical description, birthdate, sex, citizenship, educational attainment, employment history, present and past activities, information on associates, attitudes, reputation, mode of living, criminal offences, family details, credit worthiness and personal references.

Storage: On paper, in file folders, by name.

Individuals Listed: 17,000.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Security Branch,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

ONTARIO PROVINCIAL POLICE ANTI RACKETS BRANCH

The information in this bank identifies individuals suspected of criminal activity, charged persons and informants and is used to enforce Provincial and Federal Statutes; and is used to maintain intelligence records pertaining to activities such as commercial and security fraud, counterfeiting and forgery.

The information in this bank includes: names, addresses, physical descriptions, birthdates, sex, citizenship, present and past activities, information on associates, mode of living, criminal offences and family details.

Storage: On paper, in file folders and computer tape, by name, ages, addresses and company name.

Individuals Listed: 7,000.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

OPERATIONAL INTELLIGENCE FILES

The information in this bank identifies known or suspected criminals and their associates and is used in criminal prosecutions of individuals contravening the laws of Canada.

The information in this bank includes: name, birthdate, address and physical description.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

CONTACT CARD

The information in this bank identifies known criminals or persons suspected of criminal activity and is used to document the movement of known and suspected criminals.

The information in this bank includes: name, birthdate, address, and vehicle description, destination and place and time observed.

Storage: On paper, by name.

Individuals Listed: 70,000.

Retention Period: 2 years, then destroy.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

SPECIAL INVESTIGATIONS BRANCH

The information in this bank identifies suspected and convicted persons and is used to facilitate investigations and for police intelligence purposes.

The information in this bank includes: a description of activities and also name, address, criminal offences involving: anti-gambling, drugs, auto theft, liquor laws enforcement, Ontario Racing Commission and pornography.

Storage: On paper, in file folders and computer disks, by name.

Individuals Listed: Estimate not available.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Information Policy Officer,
Ontario Provincial Police,
90 Harbour Street,
Toronto, Ontario.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Transportation Regulation Operations Division

VEHICLE CONTROL OFFICE

This bank identifies motor vehicle owners and is used for law enforcement and administration.

The information in this bank includes: name, address, birthdate, sex, current vehicle information and historical vehicle information.

Storage: On forms, microfilm, microfiche, computer tape and disks by name, vehicle registration number. and vehicle identification number.

Individuals Listed: 4,500,000.

Retention Period: 3-10 years (depending on storage format and media), then destroy.

Access: Information is available to the individual.

Enquiries: Manager, Vehicle Control Office,
7th Floor, Ferguson Block,
77 Wellesley Street,
Toronto, Ontario.

Licencing and Control Branch

DRIVER SYSTEM

This bank identifies drivers licensed or subject to possible control action and is used to control the licensing of drivers, establish insurance rates by private insurance companies and as evidence in court cases.

This bank includes: name, address, sex, birthdate, height, colour of eyes, original application for licence, renewal applications, replacement applications, address changes, information change applications, cancellation of driver licence, collision reports, conviction certificates, appeals to convictions and disposition of appeal, judgments and MVACA claims, driver licence reinstatement and suspension of driver licence.

Storage: On microfilm, computer disk and computer tape, by name, sex and birthdate codes.

Individuals Listed: 5,990,000.

Retention Period: 3-15 years, (depending on storage format and media), then destroy.

Access: Information is available to the individual.

Enquiries: Manager, Driver Licencing and Control,
Ministry of Transportation and Communications,
East Building, 2680 Keele Street,
Downsview, Ontario.

MINISTRY OF TREASURY AND ECONOMICS

BOND INTEREST ACCOUNTS

The information in this bank identifies investors holding Province of Ontario debentures and is used to administer interest payments and to prepare T5 and NR4 forms.

The information in this bank includes: name, address and monthly interest payments.

Storage: On computer printout, computer tape and microfiche by cheque number.

Individuals Listed: 5,600.

Retention Period: 7 years, then destroy.

Access: Information is available to the individual.

Enquiries: Director,
Securities Branch,
Room 101, Frost Building North,
Toronto, Ontario. M7A 1Y7

NIAGARA PARKS COMMISSION

SIGHTSEEING LICENCING RECORDS

This bank identifies individuals and companies holding various types of sightseeing licences and is used to issue licences.

The information in this bank includes: name, address, age, driver's licence number, languages spoken, vehicle owner, vehicle registration, vehicle insurance policy number, insurance coverage, Niagara Parks licence number and sightseeing company name.

Storage: On paper forms, by name and Niagara Parks licence number.

Individuals Listed: 1,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Cash Office Supervisor,
The Niagara Parks Commission,
P.O. Box 150,
Niagara Falls, Ontario.

SCHOOL OF HORTICULTURE ADMISSIONS

This bank identifies applicants to the school of Horticulture and is used to decide upon admissions to the school.

This information in this bank includes: name, birthdate, citizenship, personal hobbies, organization affiliation, academic qualification, present occupation and horticultural experience.

Storage: Paper forms, by name.

Individuals Listed: 75.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: School of Horticulture Superintendent,
The Niagara Parks Commission,
P.O. Box 150,
Niagara Falls, Ontario.

ONTARIO HYDRO
Treasury Division
Finance Branch

BOND INTEREST ACCOUNTING SYSTEM

The information in this bank identifies Ontario Hydro bond holders and is used to issue interest cheques and income tax statements.

The information in this bank includes: Name and address of bond holder, value of holdings, interest amount, interest due date, principal due date and resident or non-resident of Canada.

Storage: On cards, microfilm and computer tape, by bond holder number.

Individuals Listed: 47,048.

Retention Period: Length of bond issue, then transfer to Archives.

Access: Information is available to the individual.

Enquiries: Vice President, Corporate Relations,
Ontario Hydro,
700 University Avenue,
Toronto, Ontario.

SHORT TERM NOTE RECORD SYSTEM

The information in this bank identifies holders of Ontario Hydro short term notes and is used to settle interest and principle payments and to issue income tax statements.

The information in this bank includes: name of note holder, amount, issue and maturity dates, interest rate, price, cost of note, interest payable, investment dealer that sold the note and commission payable.

Storage: On paper, in file folders and books by note number.

Individuals Listed: 100

Retention Period: 10 years, then destroy.

Access: Information is available to the individual.

Enquiries: Vice President, Corporate Relations,
Ontario Hydro,
700 University Avenue,
Toronto, Ontario.

Financial Information Systems Division
Finance Branch

MISCELLANEOUS RECEIVABLES

This bank identifies individuals who owe money to Ontario Hydro for goods, services, rentals or mortgages and is used for billing and collecting accounts receivable.

The information in this bank includes: name, address and bill payment history.

Storage: On paper, in file folders and binders, microfilm and computer tapes by individual name or invoice number.

Individuals Listed: 13,250.

Retention Period: 2 to 10 years, after current year, then destroy.

Access: Information is available to the individual.

Enquiries: Vice-President, Corporate Relations,
Ontario Hydro,
700 University Avenue,
Toronto, Ontario.

Property Division
Supply and Services Branch

PROPERTY OWNER TRANSACTION FILES AND EXECUTED DOCUMENTS

The information in this bank identifies individuals who own property which Ontario Hydro is purchasing, expropriating, issuing a licence or a lease or obtaining an easement. The information in this bank is used to document and maintain a record of all property transactions.

The information in this bank includes: name, address, size of property, location, purchase and sale prices, mortgage details, occupation of owner, daily reports which are discussed with the owner, copies of agreements and credit worthiness.

Storage: On paper, in files and on microfilm, by name, lot number, concession number or township number.

Individuals Listed: 450,000.

Retention Period: Not scheduled.

Access: Information is available to the individual.

Enquiries: Vice-President, Corporate Relations,
Ontario Hydro,
700 University Avenue,
Toronto, Ontario.

PROPERTY RIGHTS INFORMATION SYSTEM

The information in this bank identifies property owners and Government agencies and is used to clarify Hydro's property rights in the province, either through ownership or easement.

The information in this bank includes: name, lot number, concession, township, land value dollars for purchase of land/sale of land, easements of property rights, orders-in-council, land use permits, leases and land leasebacks to public/Government agencies.

Storage: On computer disks.

Individuals Listed: 65,000.

Retention Period: 4-10 years, then destroy.

Access: Information is available to the individual.

Enquiries: Vice-President, Corporate Relations,
Ontario Hydro,
700 University Avenue,
Toronto, Ontario.

Health and Safety Division
Human Resources Branch

PUBLIC ELECTRICAL ACCIDENT RECORDS

The information in this bank identifies individuals who were victims of electrical accidents in Ontario and is used to record the nature of these accidents.

The information in this bank includes: individual's name, severity of the accident, accident location and description of the accident.

Storage: On cards, alphabetical by name, by accident location, type and severity.

Individuals Listed: 2,000.

Retention Period: 5 years, then destroy.

Access: Information is available to the individual.

Enquiries: Vice-President, Corporate Relations,
Ontario Hydro,
700 University Avenue,
Toronto, Ontario.

Customer Service Division
Distribution and Marketing Branch

RETAIL CUSTOMER SYSTEM MASTER FILE

The information in this bank identifies rural and remote customers and is used for customer billing and customer credit analysis regarding deposits.

The information in this bank includes: name, address, customer billing history and customer deposits.

Storage: On paper, in file folders and on computer tape by customer name, account number and area location.

Individuals Listed: 767,000.

Retention Period: 7 years, then destroy.

Access: Information is available to the individual.

Enquiries: Vice-President, Corporate Relations,
Ontario Hydro,
700 University Avenue,
Toronto, Ontario.

ONTARIO LAND CORPORATION

TENANT FILES

The information in this bank identifies individuals who have applied for or who are leasing property in the North Pickering land assembly and is used to decide whether an individual is a suitable tenant.

The information in this bank includes: name, address, lease address, birthdate, employment, family composition, credit worthiness and farm implements for farm leases.

Storage: On paper and computer listings, by property number.

Individuals Listed: 600.

Retention Period: Not scheduled.

Access: Information is not available to the individual.

Enquiries: Manager, Land Management,
Land Operations Branch,
P.O. Box 190, Pickering, Ontario.

ONTARIO LOTTERY CORPORATION

DISTRIBUTOR FINANCIAL STATEMENTS

This bank identifies individuals having distributorship status and is used to evaluate the distributors financial operation.

The information in this bank includes: name, distributor number, employment history, income, credit worthiness and personal references.

Storage: On paper, in folders, by distributor number and name.

Individuals Listed: 49.

Retention Period: Not Scheduled.

Access: Information is available to the individual.

Enquiries: Manager,
Internal Audit,
Ontario Lottery Corporation,
24th Floor, 2 Bloor Street, West,
Toronto, Ontario.

DISTRIBUTORSHIP APPLICATIONS

This bank identifies individuals who have applied for an Ontario Lottery Corporation distributorship and is used to evaluate the applications.

The information in this bank includes: name, territory, financial background including net worth, work experience and personal references.

Storage: On paper, in files, by territory and applicant name.

Individuals Listed: 2,000.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Manager of Sales and Distribution.

Enquiries: Manager,
Sales and Distribution,
Ontario Lottery Corporation,
24th Floor, 2 Bloor Street, West,
Toronto, Ontario.

MAJOR PRIZE WINNERS

This bank identifies individuals who have won more than \$1,000 in Wintario, Provincial, Lottario and Super Loto lotteries and is used for research and communications purposes.

The information in this bank includes: name, address, age, sex, residence, some family details and location where winning ticket was purchased.

Storage: On paper, in file folders and binders, by name prize amount, lottery and draw date.

Individuals Listed: 12,000.

Retention Period: Not scheduled.

Access: Information is available to the individual with the permission of the Co-Ordinator, Consumer Affairs.

Enquiries: Co-Ordinator,
Consumer Affairs,
Ontario Lottery Corporation,
24th Floor, 2 Bloor Street, West,
Toronto, Ontario.

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